

Tewkesbury Town Council Coronavirus Plans & Risk Assessments COVID-19

Town Hall – Plan for Opening for indoor markets/craft markets and other bookings

How it will work

It is planned that in accordance with government guidelines, the Town Hall will be open for indoor markets/craft markets commencing from Saturday 20th June 2020. The building will be accessed on a one-way system entering from the front and exiting from the rear of the building, into the garden where there may be more stalls. A route plan is attached.

Opening times

The Town Hall will be open to the public when craft markets are in operation. Reception enquiries (except Saturdays) and toilet and handwashing facilities may be accessed during these times. Track and trace information is taken and will be retained for 21 days.

Signage

Signs outside and inside the building will be on display showing the routes for entrance/exit and toilet routes and instructions for customers, including handwashing/toilets etc. Floor tape 2mtrs apart will show the route to the toilet, and entrance and exit.

Staff and public safety

Market organisers are responsible for ensuring stall holders are following physical distancing guidelines and will adhere to the layout of the stall tables/chairs which will stay in place for every market. Each market usually has their own layout preference but during this time, stall layout will be the same for each market to ensure the distancing rules are observed. Stall holders will be required to ensure that their stalls are sanitised (if customers touch a product they do not then buy) and that handwashing takes place regularly. Contactless payment will be preferred. Face masks will always be worn indoors by visitors/customers. Doors will be open to enable fresh air to circulate.

Visitors will be asked (if they own a smart phone) to scan the QR code for the NHS COVID-19 app to register their visit.

Attendance numbers

Attendance will be monitored at the door and market organisers are responsible for allowing entrance dictated by the number of 2mtr points available (“one out one in” system).

Accessing/entering

The market organisers will allow each person into the building from the front doors. This will be a NO EXIT point. A route around the market stalls and to the toilets will be clearly displayed. Once in the hall, the only exit will be via the rear garden. Hand sanitizer will be available at the main entrance and at the back door on exit.

Routes through the market

Routes will be clearly displayed in the hall. A one-way system using the corridor to the right of the Court room will be used. (see attached plan)

Take away / Use of the kitchen

The kitchen hatch will be available to use for takeaway only. Take away cups for tea/coffee and cake will be used. Sandwiches / cake will be pre-cut and packaged to avoid any waiting. No hot food will be available to ensure no waiting.

Cleaning

Toilets will be regularly sanitised and all door handles, door plates and surfaces.

Using the toilet facilities

Customers will follow route maps and guidelines displayed on signage throughout the building. One customer at a time will use the toilets. 2mtr waiting floor spots will be used per toilet.

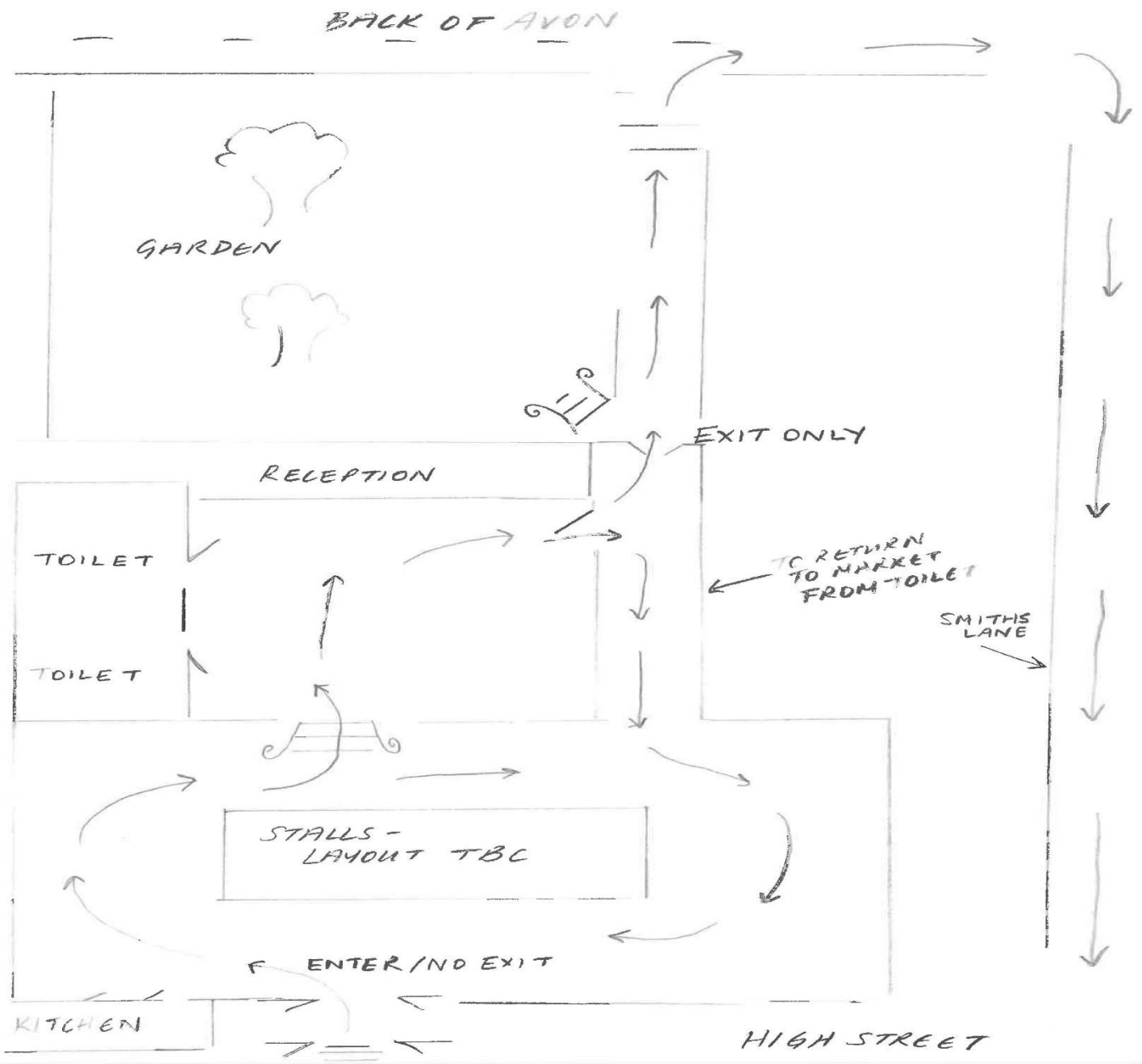
Exiting

Customers will exit the hall via the garden and advised to re-join the High Street (if they wish) turning right out of the garden and right again up Smith's Lane or via Quay Street if preferred. There will be NO ENTRANCE back into the hall from the garden. Hand sanitizer will be available at the back door.

Other bookings – updated 14th September 2020

The Health Protection (Coronavirus, Restrictions) (No. 2) (England) (Amendment) (No. 4) Regulations 2020 came into force on 14th September. They amend the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 ("the Principal Regulations"), so that people may not participate in social gatherings, in any place, in groups of more than six, unless they are members of the same household, two linked households or exceptions apply. In line with this new regulation, the Town Hall can be used for certain events and activities in accordance with appropriate venue capacities and social distancing.

- Each booking will be assessed to ensure current guidelines are met about type of activity, number of attendees and social distancing
- The Corn Exchange has a maximum capacity of 40 seated at tables with 2 metre social distancing between the tables. These figures are variable depending on the event and the attendees. Town Council staff will liaise with you to determine the maximum capacity for your event and to ensure that the appropriate table and/or seating plan is in place.
- The Council Chamber and Mayor's Parlour can be booked for smaller activities with maximum capacity set for each booking.
- Table/chair configuration for each event will be assessed and a maximum capacity set
- Groups cannot exceed more than six people from different households. Exceptions apply for larger households and support bubbles
- Extended COVID-19 terms and conditions will be sent to each organiser to agree to, which include COVID safe requirements



Watson Hall – Plan for Tudor Bar, Courtyard and Main Hall (other bookings)

How it will work

The bar will be open for serving drinks in the outside seating area only, entering and exiting at different points in the building on a one-way system and following physical distancing guidelines. Cough screens have been installed at the bar. Customers can be safely served at the bar, or alternatively a table service can be put in operation but are asked to respect the marked out one-way system. Where a table service is in operation, drinks will be delivered to tables, payment taken with card only and empties collected.

Opening times

Dependant on bookings in line with Government guidelines. Track and trace information is taken and data will be retained for 21 days.

Signage

Signs in the building and outside will be on display showing the routes for entrance/exit and toilet routes and instructions for customers, including handwashing/toilets etc. Floor tape 2 mtrs apart will show the route to the toilet, entrance and exit.

Staff safety

Serving staff - Staff will provided with hand sanitiser and handwashing facilities. One member of bar staff will be behind the bar and another one or two for serving when a table service is in operation.

Door staff – Will be provided with facemasks, hand sanitiser and access to handwashing facilities.

Windows and doors will be opened to enable fresh air to circulate.

Attendance numbers

Tables must be booked to attend. This is done by emailing the Watson Hall. Attendance numbers will be dictated by the number of picnic and single tables in the seating area in a safe layout and the number of people in each party. Up to 6 people may sit together on a table. The maximum capacity is 64. Reserved tables will be named for each booking. Customer contact details are collected at the time of booking for tracing procedure and kept for 21 days.

Accessing/entering the seating area

A route map is attached. Visitors should enter the garden using the side entrance, past the rear of the bar and in through the gate to the seated area. Hand sanitiser should be applied from the dispenser on entering the garden area and booking details taken.

Ordering

Tables will be provided with a menu and a number to text your order to the bar staff. Staff will deliver drinks and collect payment using a card only for non-contactless payment.

During the visit

Visitors will be encouraged to stay at their tables and not mix unless requiring the toilet.

Cleaning

Once a table has been vacated, staff will sanitise surfaces and inform the door staff when it is ready for next customers. Toilets will be regularly sanitised and all door handles, door plates, sinks and surfaces.

Using the toilet facilities

Customers will follow route maps and guidelines displayed on signage throughout the garden area and inside the building. 2mtr waiting floor spots will be used if required.

Exiting

Customers will exit the hall via the main doors which will close on a latch. Hand sanitizer will be available at the main door on exiting the building.

Other Bookings - updated 14th September 2020

The Health Protection (Coronavirus, Restrictions) (No. 2) (England) (Amendment) (No. 4) Regulations 2020 came into force on 14th September. They amend the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 ("the Principal Regulations"), so that people may not participate in social gatherings, in any place, in groups of more than six, unless they are members of the same household, two linked households or exceptions apply. In line with this new regulation, the Watson Hall can be used for certain events and activities in accordance with appropriate venue capacities and social distancing.

- Each booking will be assessed to ensure current guidelines are met about type of activity, number of attendees and social distancing
- The main hall has maximum capacity of 90 people. This has been calculated using tables of 6 and reduced balcony seating
- The Tudor Bar can be booked for smaller activities with maximum capacity set for each booking
- Table/chair configuration for each event will be assessed and a maximum capacity set
- Groups cannot exceed more than six people from different households. Exceptions apply for larger households and support bubbles
- Extended COVID-19 terms and conditions will be sent to each organiser to agree to, which include COVID safe requirements

Update 21st September 2020

- To meet new guidelines, face masks must be worn in all areas of the hall unless seated with refreshments.
- All visitors owning a smartphone will be asked to scan the QR code for the NHS COVID-19 Test and Trace app.
- The bar will operate a table service only system



TEWKESBURY TOWN COUNCIL

Extended Terms and Conditions of Hire during COVID-19 at The Watson Hall

These terms and conditions are to be agreed to in addition to the usual hire agreement.

You, the hirer, are responsible for ensuring those attending adhere to the guidance regarding COVID-19 as follows:

You should:

- Make sure that anyone likely to attend does not do so if they, or any member of their household has had COVID-19 symptoms in the last 7 days and if they develop symptoms within 7 days of visiting the hall, they must use the Test, Track and Trace system to alert others with whom they have come in contact
- Keep a record of attendees (one person per bubble group is acceptable) together with a contact number for 21 days. You must notify the Town Council if you are informed that any of your attendees has developed symptoms up to 7 days after visiting the venue
- Ensure that no more than 6 people are grouped together
- Ensure hand sanitiser, provided by the venue, is used on entry to the hall
- Make sure all internal doors in the hall are kept open using the hook latches or door props
- Use one-way routes specified for your event as communicated beforehand
- Clean touch points at regular intervals throughout your booking period, spray wipe and blue roll are supplied by the venue (including toilet door plates, flush buttons, taps and sinks, door handles and tables)
- Always ensure those attending adhere to social distancing guidance and remain seated where appropriate e.g. no grouping in areas, dancing together or socialising in the toilets
- Make sure regular handwashing is encouraged
- Ensure the room you are using is well ventilated, opening windows and doors as far as convenient

- Only use areas of the hall that have been booked
- Only arrive and leave at your arranged booking times.
- Make sure you do not leave any personal belongings/equipment at the hall as lost property will be disposed of

For COVID-19 arrangements, the Main Hall has a maximum capacity of 70 seated at tables with 2 metre social distancing between the tables. A further 20 people can be seated in the balcony with social distancing between chairs. These figures are variable depending on the event and the attendees. Town Council staff will liaise with you to determine the maximum capacity for your event and to ensure that the appropriate table and/or seating plan is in place.

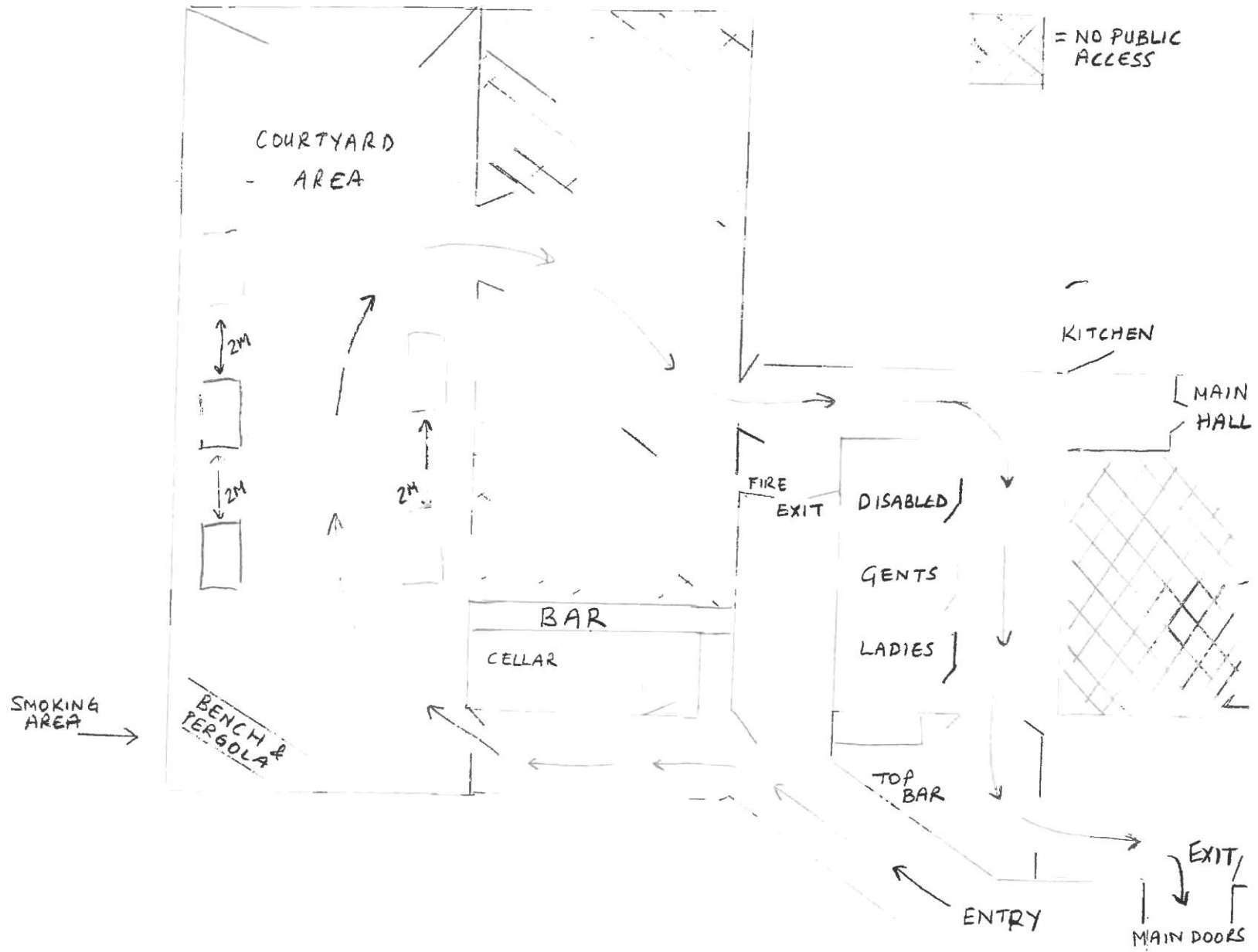
The Tudor Room can be used in the same way, arranging tables/chairs to suit your event

We have the right to close the hall if there are any safety concerns relating to COVID-19 or if these conditions are reported as not being adhered to. If anyone develops symptoms after visiting the hall and we require a deep clean, or we are required to close the venue from government guidance, we will inform you as soon as possible if we need to cancel your event and you will not be charged for your booking.

I have read and agree to the above terms and conditions

Signed:

Date:



Tewkesbury Town Council Workplace Coronavirus Risk Assessment

This risk assessment records the risk control measures introduced within the Town Council office, Town Hall, Watson Hall, Public Toilets and Playparks to control the spread of COVID-19 and ensure safe use of our buildings.

Location/Dept: Town Council	Date Assessed: 30/06/2020	Assessed by: D Hill
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Task/ Activity: Town Council (coronavirus) / employee working in the community	Review Date: 14/09/2020	Reference Number:
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Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the Town Council	Contact with persons suffering from coronavirus	Employees Contractors Visitors Councillors	<p>If an employee or known visitor tests positive for coronavirus, all employee(s) who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England/Wales local Health Protection Team. They will take over the risk assessment process from that point. All employees will be encouraged to use the track and trace.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p>	4	3	7	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated regularly, as and when the latest government guidance is released.</p> <p>Further guidance and recommended risk control measures/infection</p>

			<p>All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and detergents, according to current recommended workplace legislation and practice.</p>			<p>prevention and control will be sourced from the Government website</p> <p>All staff and contractors to complete the online Covid-19 prevention training available at https://www.virtual-college.co.uk/courses/prevent-covid-19-free-training</p>	
Working in the Town Council	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors Councillors Volunteers	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>All employees returning from a country not on the safe list will be required to self-isolate on return for fourteen days in accordance with FCO advice. HR advice will be taken on an individual basis as required.</p>	4	3	7	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated regularly, as and when the latest government guidance is released.</p>

Working in the Town Council	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors Councillors Volunteers	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	4	2	6	Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.
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Working in the Town Council	Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.	Employees Contractors Visitors Councillors Volunteers	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	3	2	5	Control measures will be revised and updated regularly, as and when the latest government guidance is released.
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Working in the Town Council	Contracting and spreading of infection	Employees Contractors Visitors Councillors Volunteers	<p>Basic infection controls should be followed as recommended by Public Health England/Wales.</p> <p>Hand sanitiser is placed in touch points, disposable face masks and gloves are available for staff to use. Windows and doors are to be opened to enable fresh air flow throughout the building and office areas.</p> <p>Try to maintain the two metre guidance at all times or otherwise 1+ with extra precautions. Gradual increasing use of the office will be required however initially there will be a maximum of three employees at any one time in the office to enable separated working. A screen is placed at the reception window and also in the back office where two employees work face to face, albeit more than two metres apart. When four or five members of staff are present, staff will be required to wear face masks when moving around the office. A one-way system can be implemented utilising the main entrance door to the office and also the door into the Town Clerk's office.</p> <p>Clean and disinfect frequently touched objects and surfaces.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>Health & Safety risk assessments to be completed for home workers.</p> <p>Suspend non-essential meetings (core meetings only)/use Zoom video conferencing. Public Health England (PHE) recommended PPE should be available</p>	4	3	7	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated regularly, as and when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
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			<p>and to be worn if social distancing cannot be maintained.</p> <p>Town Crier's activity to be monitored on an ongoing basis and the Town Crier is provided with a face vizor.</p> <p>Public toilets fully reopened in July 2020</p> <p>Website updated with regular announcements.</p> <p>Playpark reopened in July 2020 in accordance with updated Government guidance.</p> <p>New play safe signage posted at each play park.</p> <p>Advice taken from insurer re: unoccupied buildings and insurance broker updated as required. Both the Town Hall and Watson Hall are currently considered to be 'occupied' for insurance purposes.</p> <p>Tewkesbury Town Council has professional independent HR advice and is receiving regular updates in this respect.</p> <p>Availability of professional independent advice accessible through GAPTC/NALC.</p> <p>In line with government guidance effective from 1st August, employees can work in the office as long as the office is COVID secure. The office has been signed off as COVID secure by the Town Clerk.</p>				
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			Where eligible, employees are strongly recommended to take part in the government's testing programme as recommended if symptoms are present for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work				Monitor whether Town Council stress risk assessment is required.
Use of equipment and machinery	Exposure to virus through handling of equipment, contact with surfaces, etc.	All	All members of staff encouraged to wipe down surfaces, handles, operational buttons, etc. frequently. Particularly in shared spaces such as the kitchen area.	4	2	6	Town Council to provide appropriate cleaning materials and hand sanitiser

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Weekly Monitoring Checklist

ENSURE THAT YOU HAVE:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from Public Health England/Wales		Town Clerk / Assistant Town Clerk / Events Officer	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		As above	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		Town Clerk / GAB Services	
Identified and implemented the (new) recommended control measures		Town Clerk	

Activity: Public Toilets	Assessment Date: 01/06/2020	Review Date: 01/07/2020
Date of Next Review: 01/10/2020		

(additional risks to include Coronavirus)

Ref	Hazard Identify the hazard e.g. deep water	Risk Identify the risk e.g. falling into water / drowning	To whom Staff / public / volunteers	Likelihood High/Medium /low	Impact High / Medium/ Low	Control Measures What can be done to minimise / control the risk	By Whom
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1	Cleaning of the public toilets	Risk of transmission of coronavirus	Contractors	Medium	High	<p>Contractors to complete online Covid-19 awareness training.</p> <p>Appropriate PPE to be provided by the Town Council (gloves & mask)</p> <p>Disposable cloths to be used for cleaning – used cloths to be safely disposed of.</p> <p>Particular attention should be paid the cleaning of door handles (both internal and external), locks, flushes and taps</p> <p>Any hygiene issues to be immediately reported to the Town Clerk.</p> <p>Contractors should follow all other guidelines in the coronavirus risk assessment regarding personal protection and reporting any suspected coronavirus contact. Additional checks and cleaning to be performed at lunchtime. Monitor</p>	
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						usage at Spring Gardens to ensure half capacity is increased when required.	
2	Use of the public toilets	Risk of transmission of coronavirus	Public	Low	Medium	<p>Ensure sufficient supplies of soap available for hand washing.</p> <p>Advice on hand washing to be posted on the back of each public toilet door.</p> <p>Contact numbers are clearly displayed so any issues can be promptly reported.</p>	

2		Stall structure build (outside)	Poor construction causing possible injury	traders and public	Medium	Medium	Two people to erect gazebos	
3		Stall structure build – cables (inside & outside)	Tripping causing minor injury	traders and public	Medium	Medium	Cables to be kept to a minimum and covered. Cables must be run between stalls where public have no access	
4		Gazebo safety	Collapse of temporary structure causing minor injury	traders and public	Medium	Medium	Stalls to be checked for damage at start of market. In the event of adverse weather conditions, the Town Council will take a view on the risk presented in leaving the market open	
5		Stall holder's products and equipment for duration of market	Present potential tripping hazard	traders and public	Medium	Medium	Ensure all traders keep contents of their stalls within the boundary of their stalls	
6		Sale of food	Food contamination causing illness	traders and public	Medium	Medium	Traders asked for a copy of their health and hygiene star rating, registration with their local environmental health department and public liability before the start of the market. Food hygiene is the responsibility of the stall holder	
7		Environmental Health Accumulation of litter (attracting pests and slips and trips)		traders and public	Medium	Medium	All refuse, packaging generated by the traders to be contained within the stall area during opening hours of the market All loose refuse to be stored in refuse bags	

		Additional Hazard 2020	Risk	To whom	Likelihood	Impact	Control Measures	By Whom
		Coronavirus	Spread of disease	Traders and public	Low	High	Traders to be aware of current Government Legislation	
							<p>To ensure social distancing measures are in force and adhered to by traders and public</p> <p>Provision of hand sanitiser at front and rear doors.</p> <p>Use signage and marker tape to indicate distancing</p> <p>Appropriate Personal Protection Equipment to be used by traders, For example, disposable gloves, face masks</p> <p>Encourage payment by contactless card where possible</p> <p>Request public not to handle produce unless purchasing</p> <p>Seating or stalls in the Town Hall garden</p>	

Assessor Signature:	Town Clerk's Signature:
Date:	Date:

Activity: Tudor Bar & Watson Hall	Assessment Date: 15/06/2020	Review Date: 14/09/2020
Date of next review: 01/10/2020		

(additional risks to include Coronavirus)

Ref	Hazard Identify the hazard e.g. deep water	Risk Identify the risk e.g. falling into water / drowning	To whom Staff / public / volunteers	Likelihood High/Medium /low	Impact High / Medium/ Low	Control Measures What can be done to minimise / control the risk	By Whom
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1	Customers accessing and using the outside seating area, Tudor bar and main hall	Coronavirus	Staff and customers	Low	High	<p>Bar/Hall staff to be aware of current Government Legislation</p> <p>To ensure social distancing measures are in force and adhered to by staff and customers. Rules for “during your visit” clearly displayed.</p> <p>Door staff to monitor numbers to correct capacity</p> <p>Use signage and marker tape to indicate distancing</p> <p>Appropriate Personal Protection Equipment to be used by staff.</p> <p>Sanitiser to be available and used</p> <p>Payment by contactless card system is preferred</p> <p>Seating/tables/menus to be sanitised before and after each customer use</p>	
2	Use of toilets	Coronavirus	Customers	Low	High	Cleaning rota to be adhered to	

						Route map clearly displayed Waiting spots on floor	
3.	Bar serving area	Coronavirus	Staff	Low	High	Social distancing guidelines to be followed Use of personal masks and hand sanitiser / hand washing as required	
4.	Serving drinks to customers / taking payment	Coronavirus	Staff and customers	Low	High	Staff to deliver drinks to tables or drinks can be ordered at the bar as cough screens are installed.	

Assessor Signature:	Town Clerk's Signature:
Date:	Date:

Activity: Play Parks	Assessment Date: 01/07/2020	Review Date: 01/10/2020
Date of next review: 01/10/2020		

(additional risks to include Coronavirus)

Ref	Hazard Identify the hazard e.g. deep water	Risk Identify the risk e.g. falling into water / drowning	To whom Staff / public / volunteers	Likelihood High/Medium /Low	Impact High / Medium/ Low	Control Measures What can be done to minimise / control the risk	By Whom
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1	Spread of Covid-19 Coronavirus	Contracting coronavirus	Public / Contractors	Low	Medium	<p>Hand washing – members of the public will be reminded to wash hands before and after using the park – preferably using gel sanitiser.</p> <p>Maintain 2m social distance. Come back later if the park is too busy.</p> <p>Report issues to the Town Council – contact numbers are on all park signs.</p> <p>‘Play safe’ posters displayed at all entrances to the parks.</p> <p>Contractors to follow their company Covid-19 risk assessments for working and raise any issues with the Town Clerk.</p>	
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