

Method of Scoring Risk Assessments

The following shows how the risk of each hazard is scored.

 Possible (2)	Medium (3)	High (6)	Very high (9)
	Low (2)	Medium (4)	High (6)
	Very low (1)	Low (2)	Medium (3)

The Council's Risk Management Policy is on the website - <https://downtonparishcouncil.gov.uk/main-council/policies>.

Members are to review the 'Controls in Place' to ensure they exist, they relate to and mitigate the Risk Identified [Step 3 from the Risk Management Policy]

In line with the Risk Management Policy [Step 4: Decide on Any Further Action to be Taken] for risks rated as Red or Amber the Members will need to decide, for each one, which one of the four main control options apply:

- Terminate the risk – take a decision to discontinue the activity.
- Transfer the risk – the risk is 'passed' on e.g. to an insurer.
- Treat the risk – put in place additional effective controls to reduce the impact or likelihood.
- Tolerate the risk – accept the risk but continue to monitor and evaluate.

The chosen control option should be listed in the 'Additional Controls Required' together with any additional controls that are required.

Note that any Additional Controls Required will need to be scoped, resources (time, effort, funds) required identified and agreed by Council Resolution.



REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS if required Key points	RISK OWNER	REVIEW DATES	
				Impact	Likelihood	Risk Rating	Red / Amber / Green				LAST	NEXT
FFM.1	Attendance generally	Persons in shielding or highly vulnerable categories attend meeting	All in categories	3	3	9	R	<ul style="list-style-type: none"> Those identified as being clinically vulnerable or above set age are recommended not to attend meetings 		Attendee	May 21	June 21
FFM.2	COVID symptoms	Persons presenting with continuous cough, temperature, and loss of taste and / or smell	All	2	2	4	A	<ul style="list-style-type: none"> Advice note published on Agenda Any person(s) experiencing Covid symptoms not to enter building. Anyone falling ill with symptoms during attendance at venue will either be requested to leave or if too ill, taken to another room and medical attention to be sought 		Attendee / officer in attendance	May 21	June 21
FFM.3	Room capacity	Meeting room too small to accommodate social distancing requirements	All	2	2	4	A	<ul style="list-style-type: none"> All council meetings to be held in the Bonvalot Room Council chairs to be spaced at 1m intervals with councillors wearing face masks Public gallery chairs to be at 1m intervals alternately spaced Meetings to be made available on Zoom to reduce demand for physical attendance No seating to be moved during meeting(s) 		Officer in attendance	May 21	June 21
FFM.4	Transmission of Virus	Airborne particulates / Surface based viral material	All	2	3	6	R	<ul style="list-style-type: none"> All persons must wear face coverings when in the building, attending meetings and when speaking Councillors not to share paperwork; take home with them to destroy Use of kitchen / tea & coffee facilities prohibited – attendees to bring own and return with them Internal doors to be kept open Windows to be opened ajar When entering building persons must use the hand sanitiser dispenser Posters reminding of 'hands / face / space' to be on show. 		Attendees / Officer in attendance / DMC Ctee	May 21	June 21
FFM.5	Social Distancing Generally	Attendees congregate and mingle	All	2	3	6	R	<ul style="list-style-type: none"> All attendees to follow Face to Face Meeting protocol Councillors given staggered arrival times 		Officer in attendance	May 21	June 21
FFM.6	Contact Tracing	Inability to trace those attending the building who may later test positive for Covid	All	2	2	4	A	<ul style="list-style-type: none"> DPC Council Meeting QR Code on display Contact Register held for 21 days for those not able to use QR Code 		Officer in attendance	May 21	June 21
FFM.7	After meeting	Those in attendance remain on site in groups and talk	All	2	3	6	R	<ul style="list-style-type: none"> Chair to remind all present to leave as per Face to Face Meeting protocol 		Chair and Officer in attendance	May 21	June 21

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FFM.8	Officers	Not abiding by Covid Secure requirements	All	3	2	6	R	<ul style="list-style-type: none"> Officers to follow Face to Face Meeting protocol Face masks to be worn Use of hand sanitisers Appropriate social distancing to be maintained 		Officer in attendance	May 21	June 21
FFM.9	Public participation	Congregate, mingle, do not follow Covid Secure requirements	All	2	2	4	A	<ul style="list-style-type: none"> Follow social distancing Remain seated for duration of meeting save for use of facilities or speaking at microphone Use hand sanitising dispenser Take any paperwork home with them and destroy Meetings to be made available on Zoom to reduce demand for physical attendance 		Attendees	May 21	June 21
FFM.10	Cleaning	Not cleaned to required standards, risk of virus remaining present	All	2	2	4	A	<ul style="list-style-type: none"> Cleaning of high touch areas after meeting All attendees should disperse after the meeting and not congregate in the car park Disinfect tables / chairs as required Discarded materials to be disposed of following Covid secure guidelines 		Council	May 21	June 21
FFM.11	Cleaning	Not cleaned to required standards, risk of virus remaining present	All	2	2	4	A	<ul style="list-style-type: none"> Follow HM Government Guidance on Community Buildings 		DMC Ctee	May 21	June 21

Guidance from GOV.UK considered when formulating risk assessment:

COVID-19: Guidance for Maintaining records of staff, customers and visitors to support NHS Test and Trace

COVID-19: Guidance for the safe use of multi-purpose community facilities

COVID-19: Cleaning in non-healthcare settings outside the home