**SPMW COVID - 19 ‘RE-OPENING’ RISK ASSESSMENT**

| **Site** | **Affected group** | **Risk factor** | **Risk level**  | **Mitigation options** | **Responsible** |
| --- | --- | --- | --- | --- | --- |
| Reading Room –council, finance or supervisory meetings.  | Staff | Transfer in droplets | Med | -2 metre spacing away from nearest Cllrs. Cllrs to avoid shouting. Advice to attendees not to crowd through doors.OR-Retain virtual meetings until/unless significant reduction in R rate or vaccine. | Council Chair |
| Reading Room – council, finance or supervisory meetings. | Staff | Transfer from surfaces | Med | -Advise handwashing on arrival and leaving. Or use of hand gel.Tables and chairs to be moved by limited number of Cllrs, not Clerk. Tables and chairs to be cleaned before and after useOR-Retain virtual meetings until/unless significant reduction in R rate or vaccine. | Council ChairReading Room Trustees to ensure suitable handwashingfacilities are provided and cleaned.RR Trustees to ensure furniture thoroughly cleaned before each hiring |
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| Reading Room –council meetings | Public attending | Transfer in droplets | Med | -2 metre spacing of chairs. Website and door poster advice to attendees not to crowd through doors.Advice or requirement to wear a mask, dependant on public health guidance OR-Retain virtual meetings until/unless significant reduction in R rate or vaccine. | Council Chair |
| Reading Room meetings | Public attending | Transfer from surfaces | Low | -Advise handwashing on arrival and leaving. Or use of hand gel.OR-Retain virtual meetings until/unless significant reduction in R rate or vaccine. | Council Chair |
| Chipp. Rd playground | Children and other members of the public | Transfer in droplets  | High | No unaccompanied children. Adult supervision at all times to keep children distanced. Keep particularly risky equipment sealed off.Notices using wording advised and provided by NALC.ORAs these measures seem unlikely to be enforceable, playground to remain closed until/unless significant reduction in R rate or vaccine. | Cllr with playground responsibility |
| Chipp. Rd playground | Children and other members of the public | Transfer from surfaces | High | No unaccompanied children. Adult supervision at all times. Equipment to be wiped down regularly. Notices using wording advised and provided by NALC.ORAs these measures seem unlikely to be enforceable, playground to remain until/unless significant reduction in R rate or vaccine. |  Cllr with playground responsibility |
| Rodbourne Rd playground | Young people | Transfer in droplets  | Med | Notice advising social distancing in use of the hoop | Cllr with playground responsibility |
| Rodbourne Rd playground | Young people | Transfer from surfaces | Low | None should be needed in relation to the Council’s equipment. Notice advising hand washing after shared use of a basketball. | Cllr with playground responsibility |
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| Contractors | All outdoors. Cutting, clearance etc | Transfer in droplets or from surfaces | Med | This is most likely between workers and their own equipment | Contractor organisation |