

Risk Assessment	Quorn Parish Council	Date: 12/10/2020
Number:	Completed by print name: David Longford	Completed by signature(s): David Longford

Please read in conjunction with QPC Risk Assessment Matrix and Hierarchy of Risk Control – (On page 2 of this document)

Title: Stafford Orchard Park - Covid									
Activities involved in the task	Hazards	Who might be harmed and how	What Controls are in place already	Risk Evaluation (Likelihood x impact)	Further Controls Required	Final Risk Rating (Likelihood x Impact)	Action by who	Action by when	Completed date
General usage of the park Including usage of benches and play/exercise equipment	Contracting or transmitting COVID 19	Members of the public, Staff, Contractors Any users of play/exercise equipment	Signage up to explain covid social distancing in place on entrances	1x5=5	Grounds and Facilities Officer, Grounds staff and Stafford Orchard advisory group continue to monitor. Further action may be required if/when government guidance changes.	1x5 = 5 Unable to reduce risk further due to the potential severity of covid	D.S, H.H, D.L and SOAG volunteers	Continuously monitor and review when information changes.	
			Public toilets attached to park services building and at the old school building open, in order to provide hand washing facilities – Toilets cleaned regularly in line with cleaning rota						
			Signage attached to play equipment fences to explain covid guidelines						
			Separate entrance/exit signs on under 8s play area gates to minimise contact						
			Government guidelines and covid updates specific to outdoor places and parks are regularly checked by staff						
General usage of the park Including usage of benches and play/exercise equipment	Difficult to monitor whether social distancing rules are being observed as staff/volunteers are not always present or have the authority to enforce rules	Members of the public/ any users of play/exercise equipment	Staff and volunteers report to Grounds and Facilities officer and concerns regarding covid safety.	2x5=10	Grounds and Facilities Officer, Grounds staff and Stafford Orchard advisory group continue to monitor. Further action may be required if/when government guidance changes.	2x5 = 10 Unable to reduce risk due to the potential severity of covid and inability to guarantee park users actions whilst park is open	D.S, H.H, DL and SOAG volunteers	Continuously monitor and review when information changes.	
			Rely on park users to take responsibility and stick to covid guidelines						

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Special Events which take place on Stafford Orchard Park	Large groups meeting and not sticking to guidelines	Event organisers, attendees and regular park users	Events which involve large groups of people are suspended until further notice or changes in the government guidelines happen	No risk as events are suspended	Grounds and Facilities Officer and Parish Clerk to monitor and adjust as necessary	N/A	D.L and C.G	Continuously monitor and review when information changes.	

		Risk Assessment Matrix				
		Likelihood				
Impact		1	2	3	4	5
1	1	1	2	3	4	5
2	2	2	4	6	8	10
3	3	3	6	9	12	15
4	4	4	8	12	16	20
5	5	5	10	15	20	25

Hierarchy of Risk control						
Low	1-4	PPE			Least Effective	Protect the worker with PPE
Med	5-12	Administrative Controls		↓		Change the way people work
Med	5-12	Engineering Controls				Isolate People from the hazard
Med	5-12	Substitution				Replace the Hazard
High	15-25	Elimination			Most Effective	Physically Remove the Hazard

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Planned review date	12/12/20 or sooner if guidelines change	Actual review date		Reviewed by	
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