

Hennock Parish Council – Covid-19 Risk Plan (updated 10.11.20)

Area	Hazard	Risk	People exposed	Controls
Meetings	Risk of exposure to coronavirus Government lock-down and requirement to comply with law	High	Councillors Clerk Public	<ul style="list-style-type: none"> • All face-to-face Council & Committee meetings postponed or cancelled • Article in Parish News & Knighton News • April Knighton News delivered to Hennock & Teign Village as well as Chudleigh Knighton • Notices on website • Zoom to be used for virtual/remote meetings and Parish Council and Planning Committee meetings to follow usual timetable from April 2020 • Addendum to Standing Orders (dealing with virtual/remote meetings) adopted on 10th April 2020; replacement addendum to Standing Orders adopted by the Parish Council on 12th May 2020
Decision making	Inability to make decisions	High	Councillors Clerk	<ul style="list-style-type: none"> • Scheme of delegation put in place with agreement of councillors by email: urgent & normal business and payments delegated to the Clerk in consultation with the Chairperson, as is the case during the Summer Recess, until Zoom/virtual meetings established.
Staff	Loss of staff due to illness/coronavirus	Medium	Clerk Councillors	<ul style="list-style-type: none"> • Scheme of delegation put in place with agreement of councillors by email: urgent & normal business and payments delegated to the Clerk in consultation with the Chairperson, as is the case during the Summer Recess, until Zoom/virtual meetings established. • Login details for access to the Parish Council’s email accounts given to the Chairperson in case of need • Nov 2020: Handover of role to new Clerk – in view of second lockdown, “Office” (files, laptop, printer, mobile phone, etc moved to new Clerk’s home) – both Clerks wore face masks • Key files saved to memory stick and used by outgoing Clerk – these files will be deleted when outgoing Clerk finishes employment with the Parish Council • Outgoing Clerk to access emails via outfitgoes website • Handover to be by phone with both Clerk’s accessing the same files & emails on independent computers

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				<ul style="list-style-type: none"> • Where site visits required, e.g. to Play Parks, Clerks to travel independently – face masks not to be worn outside where Clerks able to socially distance from each other and from contractors
Finance	Inability to pay invoices Risk of unidentified errors or fraud	Medium	Clerk Contractors Suppliers	<ul style="list-style-type: none"> • The Clerk, Chairperson & Vice- Chairman have full access to online banking enabling them to make online payments (the Clerk made the first online payments on Friday 17th April in line with the payments schedule agreed by the Council at its meeting on 14th April 2020). • All future payments will be agreed by the Council at its virtual/remote meetings and be made on line by the Clerk rather than using cheques. • To mitigate the risks of unidentified errors or fraud, the Chairperson will check the bank account by the Friday (following the Wednesday when payments will have been made) against the schedule of payments agreed by the Council on the Tuesday and confirm in an email to the Clerk that the payments have been made in line with the payment schedule. This email will be filed on the Finance Folder with the schedule of payments and be available for checking at the quarterly finance check and the annual audit. This will provide an adequate system of internal control designed to prevent & detect fraud & corruption. • Cllr Phil Baker (existing signatory) has full access to online banking. • Parish Lengthsman, Grounds Maintenance contractor & Play Park inspector to be paid for 4 months to July even if they are unable to work (situation to be reviewed again in July) • Emergency cash flow forecast shows that the Council can continue to pay these contractors and the Clerk for the first 4 months of the financial year even if receipt of the first half year’s precept is delayed • Whilst all hall bookings cancelled until the end of July, the Council has agreed to continue to pay the Village Halls for the bookings it has made but cancelled up until the end of July – the situation was reviewed at the July Parish Council meeting and it was agreed that the Council would continue to pay the Village Halls for the “bookings” in line with the programme of meetings for 2020/21.

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Finance	Inability to undertake annual audit	Low	Clerk Councillors	<ul style="list-style-type: none"> • PKF Littlejohn (External auditors) delayed the audit • Parish Council followed NALC advice • Audit papers prepared by Clerk, followed by a financial check by Mrs Lyn Harris (independent member of the public with finance experience) & the internal audit by Mr Chris Jebb of Hawthorns Accounting Services Ltd • Annual Governance and Accountability Return [AGAR] approved by the Council at its June virtual/remote meeting and papers submitted to PKF Littlejohn (external auditors) on 18th June 2020
Play Parks	Risk of exposure to coronavirus	High	Children & young people Play Park inspector	<ul style="list-style-type: none"> • Play Parks closed/padlocked (23/3/20) • Initially Play Park inspector no longer entering Play Parks but undertaking drive by inspections to check for hazards, e.g. fallen trees, etc but as restrictions eased site inspections re-commenced • Outstanding repair work at Teign Village Play Park and Chudleigh Knighton Play Park – Clerk to be advised when this will be done • Gate to be installed to access the area above Hennock Play Park (agreed with contractor 3rd June 2020) • Annual inspection of play parks to be undertaken in August 2020 • Following a Covid-19 specific risk assessment for the play parks, it was agreed at the July Parish Council meeting that the play parks would be re-opened. Please see individual Covid-19 specific risk assessments for the 3 play parks
Allotments	Risk of exposure to coronavirus	Medium	Allotment holders	<ul style="list-style-type: none"> • Allotments kept open • Chudleigh Knighton & Teign Village Allotment Associations and Hennock Allotment Working Group referred to the National Allotment Society's advice • Working the allotment can be seen as a legitimate exercise and a means of obtaining food • Allotment holders expected to follow Government advice re social distancing, hygiene and daily exercise

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Parish Lengthsman	Inability to carry out normal duties	Low	Contractor	<ul style="list-style-type: none"> • Dartmoor Heathers & Gardens: Ceased working initially but re-started some work on the basis that any work done under the Parish Lengthsman contract will be at the discretion of Mike Neck and focus on areas where, if left, would get “out of hand” and be difficult to get back under control when the restrictions are lifted. As restrictions have reduced, Lengthsman duties have been completed in line with the contract. • Work done will be strictly subject to Government guidelines in terms of social distancing, etc.
Grounds maintenance contract	Inability to carry out normal duties	Low	Contractor	<ul style="list-style-type: none"> • South West Grounds maintenance continue to cut/trim the grass where there is nobody else around and where, if the grass was left, it would “get out of hand” and be very difficult to get under control, e.g. Teign Village Play Park, Jubilee Orchard, Hennock war memorial • Contractors are complying with social distancing and so they will not cut/trim areas where there is likely to be people in close proximity, e.g. Black Path & the grass on the north side of Chudleigh Knighton Play Park between the ditch and the highway where the pavement is quite narrow • As restrictions have reduced, Grounds maintenance duties have been completed in line with the contract.
Community support plan	Risk of exposure to coronavirus Safeguarding Data protection	Medium	Volunteers Public receiving support	<ul style="list-style-type: none"> • Groceries/prescriptions left on the doorstep & so no contact between volunteers and those self-isolating • Volunteers will not enter the houses of those self-isolating • Prescription “service” ended on Friday 28th August 2020: all users of the service within the previous 3 months were advised by ‘phone on 26th August 2020. All users had alternative arrangements in place apart from one resident and one of the volunteers agreed to continue collecting/delivering prescriptions to this resident on the basis that she would contact him direct. Knighton Stores are now undertaking deliveries themselves and have shredded paper documents and deleted emails relating to the Community Support Plan.

			<ul style="list-style-type: none"> • Signing of volunteer form gives the Council authority to use contact details in connection with supporting the community during the Covid-19 situation and refers to the Council’s Privacy Notices • The Chairperson has handed the following to the Clerk: <ul style="list-style-type: none"> ○ A spreadsheet of volunteer names & contact details as a standalone document on her laptop which will be deleted when the health crisis/lockdown is over. ○ A handwritten sheet of people receiving volunteer help which will be shredded when the health crisis/lockdown is over. • The Chairperson has a spreadsheet (in progress) as a standalone document on her laptop which will include addresses where people are known to live on their own so that they can be delivered details of help available in case the lockdown restrictions become tighter. This document will be deleted when the health crisis/lockdown is over. • Second lockdown: Nov 2020 – all volunteers contacted to ask whether they would be happy to help again. • Parish Council to re-start Community Support Plan if there is a need for the service. • The ICO [Information Commissioner’s Office] recognises the unprecedented challenges we are all facing during the Coronavirus pandemic and knows that we might need to share information quickly or adapt the way we work – it’s about being proportionate and the Parish Council’s action is proportionate to the current situation.
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