

## Melksham Town Council – Covid-19 Risk Plan

Area	Hazard	Risk	People Exposed	Controls	Staff
Meetings	Closure of Meeting Venue – Town Hall all meeting and bookings cancelled with immediate effect	High	Councillors Staff Public	<ul style="list-style-type: none"> <li>Postpone all council meetings &amp; notify Councillors</li> <li>Cancel all Committee Meetings</li> <li>Notices in Noticeboards</li> <li>Notices on Website and social media</li> </ul>	LR
	Non-attendance of Councillors, Staff – Due to them meeting the vulnerable category due to underlying health conditions and requirement for isolation Quorum of Council is 8 & Committees 5	High	Councillors Staff Public	<ul style="list-style-type: none"> <li>Identify potential Risks to all Members/Staff</li> <li>Look at alternative means of communication</li> <li>Committees can suspend standing orders and adopt fall back of 3 councillors permitted to make decisions</li> </ul>	LR
	Annual Town Meeting – LGA 1972 sets requirement for ATM to be convened between 1 <sup>st</sup> Mar-1 <sup>st</sup> June	High	Public Councillors Mayor Town Clerk	<ul style="list-style-type: none"> <li>Monitor guidance from NALC and MHCLG</li> <li>Seek guidance from SLCC</li> <li>Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation</li> </ul>	LR
	Annual Town Council Meeting – LGA 1972 sets requirement for an Annual Meeting in the month of May.	High	Mayor Deputy Mayor Councillors Public	<ul style="list-style-type: none"> <li>Monitor guidance from NALC and MHCLG</li> <li>Seek guidance from SLCC</li> <li>Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation</li> <li>Liaise with Mayor &amp; Deputy nearer to the date</li> </ul>	LR
Facilities	Closure of Assembly Hall	Medium	Staff Public	<ul style="list-style-type: none"> <li>Public be restricted from visiting Assembly Hall and other forms of communication be publicly available</li> <li>Ensure staff set up to enable working from home</li> <li>Contact list of staff for quick accessibility</li> </ul>	TC
Staff	Loss of key – due to:	High	Staff	<ul style="list-style-type: none"> <li>Issue Guidance to staff</li> <li>Maintain a list of vulnerable staff</li> </ul>	LR/PC

	<ul style="list-style-type: none"> <li>• Vulnerability of Staff and/or their direct family</li> <li>• Potential loss of staff due to school close (childcare issues)</li> <li>• Need for deployment on emergency matters</li> </ul>			<ul style="list-style-type: none"> <li>• Maintain the Time Management System remotely if need be</li> <li>• Liaise with the Assistant to the Clerk</li> <li>• Determine capacity for working from home</li> </ul>	
Staff	Loss of Managers	Medium	Town Clerk Assistant to Town Clerk Facilities Manager Economic Development Manager Head Groundsman	<ul style="list-style-type: none"> <li>• Develop a plan which all the Team are party to</li> <li>• Allocate tasks</li> <li>• Look to isolate Team in separate locations/work from home</li> <li>• MT to ensure they have each other's personal contact details to ensure remote communication</li> </ul>	LR
Decision Making	Inability to make decisions	High	Staff Councillors	<ul style="list-style-type: none"> <li>• Review Scheme of Delegation</li> <li>• Enhanced Delegation to the Town Clerk</li> <li>• Town Clerk to plan cascading delegations</li> </ul>	LR
Finance	No access to Accounts Software/Bankline	Medium	Town Clerk/Finance Officer Contractors	<ul style="list-style-type: none"> <li>• Town Clerk and Finance Officer to access remotely</li> <li>• Payments approved by Councillors via email</li> </ul>	LR
	Inability to pay invoices	Medium		<ul style="list-style-type: none"> <li>• Finance Officer</li> <li>• Payments approved by Councillors via email</li> </ul>	LR/MR
	Inability to pay staff	Medium	Staff	<ul style="list-style-type: none"> <li>• Assistant to the Clerk to liaise with Wiltshire Council (payroll bureau)</li> <li>• Town Clerk to monitor payments</li> </ul>	
	Inability to meet statutory duties with regards to end of year accounts Including sign off, of the Annual Return	Low	Town Clerk	<ul style="list-style-type: none"> <li>• Town Clerk to arrange for close down of accounts and prepare end of year accounts as planned</li> <li>• WALC &amp; NALC Liaising with Treasury seeking guidance</li> </ul>	LR

Operations	Loss of staff	High	Staff	<ul style="list-style-type: none"> <li>• Liaise with Assistant to the Town Clerk on availability of personnel</li> <li>• Direct Team Leaders</li> </ul>	PC
	Inability to carry out services	High	Public	<ul style="list-style-type: none"> <li>• Prioritise Service Plans</li> </ul>	LR/ND
	Redirection of staff to support Emergency Planning Operations	High	Public	<ul style="list-style-type: none"> <li>• Liaise with Emergency Planning Team</li> </ul>	LR
	Inability to meet statutory duties around play – requirement to inspect play areas weekly and attend to defects	High	Public	<ul style="list-style-type: none"> <li>• Prioritise usage of play areas, with a view to potential closure</li> <li>• Notices on all play areas</li> <li>• Splash Park commissioning delayed until May (to be kept under review)</li> </ul>	LR
	Emergency within an Emergency – potential for storms/flooding impact	Medium	Public Staff	<ul style="list-style-type: none"> <li>• Lead contact with Highways – MP</li> <li>• Lead contact with Emergency Planning – LR</li> </ul>	LR
	Inability to access buildings	Low	Staff Public	<ul style="list-style-type: none"> <li>• Assistant to the Town Clerk to retain a list of keyholders</li> </ul>	PC
Health & Safety	Safety of staff	High	Staff Public	<ul style="list-style-type: none"> <li>• Provide guidance on safety regimes</li> <li>• Signage in all depots</li> <li>• Maintain PPE stocks</li> <li>• Maintain levels of Soap, Sanitisers &amp; Tissues</li> <li>• Review risk in line with current position</li> </ul>	PC
	Welfare Facilities	High	Staff	<ul style="list-style-type: none"> <li>• Signage in all depots</li> <li>• Maintain PPE stocks</li> <li>• Maintain levels of Soap, Sanitisers &amp; Tissues</li> </ul>	ND
Communications	Public not aware	High	Public	<ul style="list-style-type: none"> <li>• Details on website</li> <li>• Posters in Noticeboards</li> <li>• Plan Social Media</li> </ul>	PC

Economic & Community Development	Inability to keep in touch with partners and community groups	High	Staff Partners	<ul style="list-style-type: none"> <li>Cancel Meetings</li> <li>Economic Development Manager and Town Clerk to be the link with key partners</li> </ul>	LR/DM/PC
Bloom	Inability to undertake bloom activities	Med	Public	<ul style="list-style-type: none"> <li>Maintain summer planting schedule</li> <li>Cancel Bloom Meetings &amp; Open Evening</li> <li>Keep date in diary for Bloom Judging &amp; associated Portfolio work</li> </ul>	LR/ND
Mayoral Diary & Events	Inability to fulfil Mayoral duties	High	Public Mayor Deputy Mayor	<ul style="list-style-type: none"> <li>All Mayoral engagements cancelled.</li> </ul>	LR
Amenities Team	Essential Services to continue Bin emptying litter picking playground inspections (playgrounds to remain closed) Essential maintenance regarding public safety issues	High	Amenities Team	<ul style="list-style-type: none"> <li>Keep under constant review, Town Clerk to liaise with Police</li> <li>Correct PPE issued all surfaces of bins and equipment to be cleaned down before touching</li> <li>Ensure play areas remain closed and notices are displayed</li> <li>Observance of Social distancing at all times</li> <li>Develop a skeleton rota using two operatives per shift, ensure whole team are not on duty at one time</li> <li>Team must wear uniform when on duty so they can identify themselves to the Police</li> </ul>	ND
Amenities Team	Grass cutting, not an essential service the view is to ensure the town's amenities areas retain a high standard of cleanliness and maintenance for the health and well being of the community using facilities for their daily exercise	Low	Amenities Team	<ul style="list-style-type: none"> <li>Staff to follow social distancing guidance</li> <li>Equipment to be cleaned before and after each use</li> <li>Keep under review with Town Clerk</li> </ul>	ND
Toilets	High	Public Contract cleaners	To remain open so key	<ul style="list-style-type: none"> <li>To remain open so key workers, have access (keep under review)</li> </ul>	LR