

## Folkestone Town Council – Covid-19 Risk Plan

Area	Hazard	Risk	People Exposed	Controls	Staff
Meetings	<p>Closure of Town Hall</p> <ul style="list-style-type: none"> <li>all meetings and bookings cancelled with immediate effect</li> </ul>	High	<p>Councillors Staff Public</p>	<ul style="list-style-type: none"> <li>Cancel Council meetings</li> <li>Cancel all Committee Meetings</li> <li>Notify Councillors</li> <li>Notices in Noticeboards</li> <li>Notices on Website and social media</li> </ul>	JC/GW/IB
	<p>Annual Town Meeting – LGA 1972 sets requirement for ATM to be convened between 1<sup>st</sup> Mar-1<sup>st</sup> June</p>	High	<p>Public Councillors Mayor Town Clerk</p>	<ul style="list-style-type: none"> <li>Monitor guidance from NALC,KALC &amp; SLCC</li> <li>Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation</li> </ul>	JC
	<p>Annual Town Council Meeting – LGA 1972 sets requirement for an Annual Meeting in the month of May.</p>	High	<p>Mayor Deputy Mayor Councillors Town Clerk Public</p>	<ul style="list-style-type: none"> <li>Monitor guidance from NALC,KALC &amp; 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>	JC
	<p>Extra-Ordinary Meeting to approve Accounts. Inability to meet statutory duties with regards to end of year accounts Including sign off of the Annual Return</p>	Low	<p>Town Clerk</p>	<ul style="list-style-type: none"> <li>Finance Officer &amp; Town Clerk to arrange for close down of accounts and prepare end of year accounts as planned</li> <li>KALC &amp; NALC Liaising with Treasury seeking guidance</li> <li>Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation</li> </ul>	JC/PC

	Virtual Meetings <ul style="list-style-type: none"> <li>• Non-attendance of Councillors or Staff due meeting the vulnerable category or no access to IT</li> <li>• Quorum required</li> </ul>	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> </ul>	JC
Facilities	Closure of Town Hall	Medium	Staff Public	<ul style="list-style-type: none"> <li>• Public restricted from visiting</li> <li>• Use other forms of communication</li> <li>• Staff set up to enable working from home</li> <li>• Contact list of staff for quick accessibility</li> </ul>	JC
Staff	Loss of key personnel due to: <ul style="list-style-type: none"> <li>• Sickness</li> <li>• Vulnerability</li> <li>• School closures</li> <li>• Emergency deployment</li> </ul>	High	Staff	<ul style="list-style-type: none"> <li>• Issue Guidance to staff</li> <li>• Maintain a list of vulnerable staff</li> <li>• Determine capacity for work at home</li> <li>• Allocate Tasks</li> </ul>	JC/PC/TB
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>	JC
Finance	No access to Accounts Software	Medium	Town Clerk Finance Officer Contractors	<ul style="list-style-type: none"> <li>• Finance Officer to access remotely</li> <li>• Town Clerk &amp; Finance Officer to have banking access</li> </ul>	JC
	Inability to pay invoices	Medium		<ul style="list-style-type: none"> <li>• Finance Officer</li> <li>• Payments approved by Town Clerk</li> <li>• List of approved payments emailed to Chair of Finance</li> </ul>	JC/PC
	Inability to pay staff	Medium	Staff	<ul style="list-style-type: none"> <li>• Finance Officer to liaise with payroll bureau</li> <li>• Town Clerk to approve as usual</li> </ul>	JC/PC
Operations	Inability to carry out services	High	Public	<ul style="list-style-type: none"> <li>• Prioritise Core Services</li> </ul>	JC
	Redirection of staff to support Emergency Operations	High	Staff Public	<ul style="list-style-type: none"> <li>• Liaise with Folkestone HUB</li> <li>• Promote volunteering for NHS GoodSAM and Royal Voluntary Service</li> </ul>	JC
	Inability to access Town Hall for maintenance and checks	Low	Staff Public	<ul style="list-style-type: none"> <li>• Town Sergeant to retain a list of keyholders</li> <li>• Limited staff access and avoid lone working</li> <li>• Report on/off site to Town Clerk</li> </ul>	IB/DC/JC

				<ul style="list-style-type: none"> <li>Staff to carry a personal alarm lanyard whilst in the building</li> </ul>	
	Town Hall & Public Realm CCTV access	High	Staff Public Police	<ul style="list-style-type: none"> <li>Town Clerk to have full access remotely</li> <li>Town Clerk &amp; Town Sergeant to maintain contact with AMC / Police / Clearview</li> </ul>	IB/JC
	Access to Allotments	Medium	Staff Public	<ul style="list-style-type: none"> <li>Temporary restrictions placed on Allotments to allow them to remain open for general exercise and public well-being until further guidance is issued by Government</li> </ul>	IB/JC
Health & Safety	Safety of staff	High	Staff Public	<ul style="list-style-type: none"> <li>Provide guidance on safety regimes</li> <li>Maintain PPE, Sanitisers &amp; Tissues</li> <li>Review risk in line with current position</li> </ul>	DC/GW
	Welfare Facilities	High	Staff	<ul style="list-style-type: none"> <li>Maintain PPE, Soap, Sanitisers &amp; Tissues</li> </ul>	DC/GW
	Restricted Public Travel and Social Distancing	High	Staff Public	<ul style="list-style-type: none"> <li>Avoid all unnecessary travel</li> </ul>	ALL
	Mental Wellbeing of Staff	High	Staff	<ul style="list-style-type: none"> <li>Identify staff that may be feeling isolated and anxious</li> <li>Provide regular communication/mental health information/open door policy for those who need additional support.</li> </ul>	JC/TB
Communications	Public not aware	High	Public	<ul style="list-style-type: none"> <li>Details on website</li> <li>Posters in Noticeboards &amp; Front Doors</li> <li>Social Media</li> </ul>	JC/LT
Community Events	Inability to deliver planned community events	High	Staff Partners Contractors Public	All community events cancelled until end of August.	VD/JC
Civic Events	Inability to deliver planned civic events	High	Staff Partners Contractors Public	All civic events cancelled until end of August.	TB/JC
Museum Events	Inability to deliver planned museum events, exhibitions and activities	High	Staff Partners Contractors Public	All planned museum events, exhibitions and activities cancelled until end of August.	DC/AM/JC

Mayoral Diary & Events	Inability to fulfil Mayoral duties	High	Public Mayor Deputy Mayor	All Mayoral engagements cancelled until end of August.	TB/JC

Risk Assessment completed by Jennifer Childs, Town Clerk

Dated: 03/04/2020