

Coronavirus Risk Assessment for Mayoral Civic Duties

Location/Dept: Various venues, Shrewsbury			Date Assessed: 10 September 2020			Assessed by: Amanda Spencer/Carol Pullen (STC) Kelvin Jones (Health and Safety Consultant, Ellis Whittam)			
Task/Activity:									
			Risk rating before implementing control measures			Risk rating after implementing control measures			
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Control Measures Required
						Likelihood (1-5)	Severity (1-5)	Risk/Priority	

Attending Mayoral engagements	Contracting and spreading of coronavirus via Mayoral engagements	Mayor, Employees, Public	5	5	25	<p>All requests for the Mayor's attendance will be considered with regard to safety from Covid-19.</p> <p>A fully completed Mayoral Engagement form, submitted online, will be required prior to any event which must include full contact details of organiser.</p> <p>The organiser must provide a current Covid Risk Assessment to include track and trace system prior to acceptance of engagement.</p> <p>The Mayor will abide by any individual safety guidelines as requested by event organiser As a minimum the Mayor will follow the latest Government guidelines.</p> <p>Refer to gov.uk for latest revision of guidelines. If the Mayor's or any of his/her immediate contacts are self-isolating or have tested positive for Covid-19 the Town Council will cancel the Mayor's attendance at the event which may be done at short notice.</p> <p>The Mayor will not shake hands on arrival and will have no physical contact during any engagement.</p> <p>The Mayor will respect social distancing guidelines.</p> <p>The Mayor will carry hand sanitiser and will avoid unnecessary touch points.</p> <p>In line with current guidance the Mayor will carry a face covering to be worn as appropriate.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible: https://www.gov.uk/coronavirus/business-support.</p>
-------------------------------	--	--------------------------	---	---	----	---	---	---	----	--

						<p>Limiting the number of civic guests at events to no more than six, in line with Government guidelines.</p> <p>Reducing use of civic team (ie Sword & Maces).</p> <p>Contact details of all attendees will be required for track and trace purposes.</p>				
Travelling to and from Mayoral engagements on foot	Contracting and spreading of coronavirus/ Security / Safety of Mayoral Chain	Mayor, Employees, Public	5	5	25	<p>When walking to events, the Mayor will be mindful of maintaining social distance.</p> <p>The chain is insured.</p> <p>The Mayor will be accompanied by a member of STC staff whenever possible.</p> <p>STC will be briefed on any security threat notification via local police.</p>	2	5	10	
Travelling to and from Mayoral engagements by car	Contracting and spreading of coronavirus	Public	3	5	15	<p>Covid restrictions necessitate the Mayor to travel unaccompanied and using his private vehicle.</p> <p>Vehicle insured and taxed.</p> <p>Driver licence details checked.</p> <p>No member of STC staff will travel in the same vehicle as the Mayor.</p> <p>Pre-check of parking availability at venue included in engagement form.</p> <p>Ensure necessary Covid safety measures in place if using taxi – request RA.</p> <p>STC will be briefed on any security threat notification via local police.</p>	2	2	4	

						Mayoral car to be anti bac cleaned between staff if driven within 72 hours of previous use. [includes touch points and hard surfaces wiped].				
--	--	--	--	--	--	--	--	--	--	--

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date