Henfield Parish Council – Return to Normal Framework

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| Government Alert Level |  | Parish Council | Parish Office | HPC Outdoor  workers | Henfield |
| 4 – Pre  19 June | Social distancing continues  No indoor gatherings | Using Zoom:   * HPC?/AC meeting as normal via Zoom | * Parish Office remote working – but reduced resources | * 3 staff working others paid 80% of salary | * Unlimited exercise * Retail - Only food, medical & essential items are open |
| 3  NOW | Gradual relaxing of restrictions.  - Shielding eases 1/8/20 | * HPC meetings to suit resources via Zoom (no meetings in August) * Monitor staffing & work levels * Footpaths etc. may need clearing due to limited use * Check condition of sports fields * Consider Re open play areas * Consider reopening of Public Toilets * Consider reopening of Museum * Review Pandemic learning – | * Risk assessment for Parish Office return to office working * Risk assessment for other Council facilities see App C * Review the real need for a public “ walk in” Parish Office facility * Investigate providing an improved phone and online service (longer “opening” hours” via call forwarding and remote working) * Consider using Face to Face (F2F) public discussion “by appointment” only. * Draw up plan to convert the Reception into a small 2x2 person meeting facility to keep people and infection out of the main office. * Re arrange main Office to accommodate social distancing so that we can have 3 people working safely in the short term, See detail in App B * Review the impact on the requirements of Parish Office job roles going forward * Review Parish Office workloads, responsibilities in light of “new normal” | * Email to litter pickers to confirm wellbeing & level of activity * Consider changes to rounds to make social distancing easier * Manage works team tasks to follow social distancing * 2 people allowed in works van with windows open * Provide face masks for outdoor workers | * More of High Street open * Return to work for some business * Some HPC contractors working * Limited reopening of Henfield Hall and Leisure Centre?   **Henfield Helpline**   * Continue as normal reduced hours (funded by HPC) * Discussion to ascertain future with interested parties * Follow Government guidance on easing Shielding requirements to reduce Helpline resource * Release volunteers * Implement Helpline as a minimal presence |
| 2 | Minimal social distancing | * F2F Main Parish Council meeting with social distancing by hiring the main Hall * All other committees to meet via Zoom \* see proposed schedule - **App A** * More use of working groups (max 4 people) to deal with main committee items/projects | * Implement an office clean and ventilate office space * Review software requirement’s for remote working of the long term * Parish Office no longer used for any Parish Council meetings * Review flexible working for all of our staff with in office working determined by need to access records. * Flexibility in place if social   distancing re introduced | * Majority of litter pickers return to work * 80% pay ceased | High Street re launch  Fewer High St shops,  Daily life with some restrictions  **Henfield Helpline**   * Helpline functioning as community facility outside Covid 19 |
| 1 | New normal | * Continue use of Zoom for committee meetings * Neighbourhood plan referendum * Increase in CIL monies * Revaluate IDP needs | Parish Office remains non-public facing  Move to more digital record keeping in line with legislation.(less paper records) |  | Recognition event for village & volunteers |
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APPENDIX A

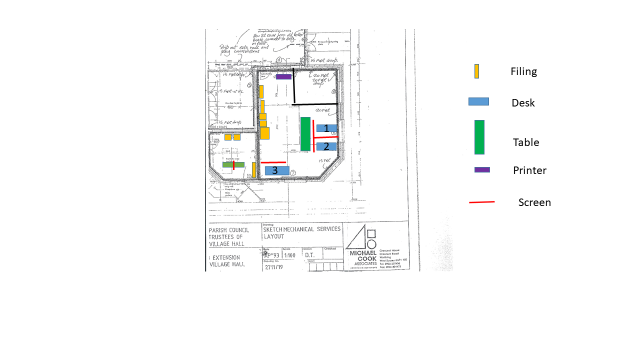
Parish meeting schedule – Alert Level 2 and beyond

* Henfield Parish Council – via Zoom then meet monthly F2F in Henfield Hall when appropriate
* PAC continues via Zoom - F2F by exception
* Open Spaces meet bi monthly (monthly when required) via Zoom - F2F by exception
* Village Centre meet bi monthly (monthly when required) via Zoom - F2F by exception
* FRC meet monthly via Zoom - F2F quarterly in Garden Room
* Museum meet quarterly via Zoom - F2F by exception
* Joint Commons meet bi monthly via Zoom - F2F by exception
* Working Groups for all committees – via Zoom or less the 4 people F2F in committee room

APPENDIX B

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| Proposal for Office re organisation | | |
| **Reception** |  |  |
| Move old front desk |  |  |
| Remove leaflet slots |  |  |
| Tidy & clean area |  |  |
| Move HCP and Commons filling cabinets( and others) into reception |  |  |
| Move pigeonhole cupboard into reception |  |  |
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| **Main Office** |  |  |
| Move Admin desk to position 2 |  |  |
| Move spare pc desk to position 3 |  |  |
|  |  |  |
| Move one screen to end of desk 1 and 2 |  |  |
| Move one screen at 90 degree to 1& 2 |  |  |
| Move remaining screen between desk 3 and the door |  |  |
| Move printer as far away from Clerks door as possible |  |  |
| Move cemetery filing cupboard to internal wall |  |  |
|  | | |
| **Parish Office Logistics** | <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-1> |  |
| Frequent cleaning of work areas and equipment between uses |  |  |
| Provide hand sanitiser & paper towels |  |  |
| Ascertain clear use and cleaning guidance for Hall toilets |  |  |
| Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards ensure there are adequate disposal arrangements. |  |  |
| Limiting or restricting use of high-touch items e.g. , printers |  |  |
| Cleaning procedures for goods entering the office |  |  |
| Additional Handsets so phones not shared | <https://www.argos.co.uk/product/5426713> |  |
| **Use of new reception by appointment** |  |  |
| 1or 2 rectangular table | <https://www.ryman.co.uk/tc-office-rectangular-table-1800-x-800mm?___store=ryman_uk_main_en_gb&nosto=nosto-page-category1> |  |
| Movable plastic screen | <https://www.ukpos.com/flat-pack-sneeze-screen?vat=2&gclid=EAIaIQobChMIh_fK5a_W6QIVGLLtCh20Lw3gEAQYASABEgK4rvD_BwE#sku:SNZ01-90&infinity=ict2~net~gaw~ar~433588598551~kw~~mt~~cmp~UKPOS%20%7C%20Shopping%20%7C%20Social%20Distancing%20%26%20Hygiene%20%5BHP%5D> |  |

Proposal for new look Parish Office – roughly to scale!



APPENDIX C

**Risk assessment before re opening after Covid 19 Lockdown**

Applicable to Parish Office, Museum, Public Toilets, Playground

A COVID-19 risk assessment is a logical step by step process looking at each individual place, service or activity and identifying who uses them and the risks to these people when they do.

It allows the council to identify and put in place additional measures so that it can meet the COVID-19 criteria of social distancing, cleanliness and hygiene.

The key principles are:

1. Carry out a separate assessment for every facility/open space to ensure a consistency of approach.

3. Identify the different users who will access the facility including the public, staff, contractors and visitors; you may also need to think about different age groups. For example, the toilet cleaner will face different risks in undertaking the work, to those who use the toilets, therefore the risk assessment must look at the needs of everyone who has access to the facility.

4. The assessment must establish what actions could be taken to manage or mitigate the risk in order to ensure social distancing, cleanliness and hygiene.

5. If there are precautions and solutions these must be recorded on the assessment and then be checked regularly.

6. A record of each assessment must be kept together with the rationale for the final decision, review points for the future, inspection timetable and naming responsible individuals in each case

To identify the risks to your own places and what steps may be possible to allow for safe distancing, cleanliness and hygiene.

For each identified setting, you should:

• Identify the hazards

• Identify who may be at risk

• Record what you have already done to manage the risk

• Identify what further actions you can take

The council should publish the risk assessments on its website together with a summary/decision notice which includes:

• The measures put in place to allow a site to fully or partially reopen

• The reasons why the site cannot reopen

• The timetable for reviewing any decision

• A contact number for questions or reporting any issues with the site

Government instructions on what is permitted to open \* updated when guidance changes

<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance#businesses-and-premises-that-must-remain-closed>

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
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