





## COVID-19 Specific – Elections

This is a draft copy of a **generic Risk Assessment** for running council elections safely. It is not likely to cover all scenarios and each council should consider their own unique circumstances.

**Name of Assessor:**

**Assessment Date:**

**Review Date:**

## Elections and COVID-19 - SUPPLY CHAIN

No.	Description	Details	Date Identified	Owner	Latest Position / Action Required	Date Updated	Status
1	<b>Printer; Printing Poll Cards, Postal Votes and Ballot Papers</b>	Have you made contact with your provider to ensure capacity and appropriate contingency arrangements?					
2	<b>Postal vote mailing system, E-Count</b>	Have you made contact with your provider to ensure capacity and appropriate contingency arrangements?					
3	<b>Royal Mail</b>	Have you made contact with Royal Mail to understand service status and arrangements in place?					
		If there is the potential to affect the postal vote delivery process, do you have contingency arrangements in place?					
4	<b>Other Election Equipment Suppliers</b>	Have you checked current stocks held and availability of equipment required? For example, polling station sundry packs.					

5	Equipment Sharing	Have you considered the sharing of any necessary new equipment purchases with neighbouring election teams? For example, plastic barriers for polling stations.					
6	Logistics (e.g. equipment delivery)	Have you made contact with your provider to ensure capacity and appropriate contingency arrangements?					

## COVID-19 - VENUES

No.	Description	Details	Date Identified	Owner	Latest Position / Action Required				Date Updated	Status
					Postal Vote Opening	Ballot Box Preparation	Polling Places	The Count		
1.1	All Venues	Have you made a booking enquiry for the existing venue(s) and is it available for the by-election?								
		Have you got plans in place for back-up venues?								
		Are you aware of what other activities are taking place in the building at the same time and have taken account of these in terms of distancing requirements?								

<b>1.2</b>		Is the venue big enough to accommodate social distancing requirements?								
<b>1.3</b>		Will the venue allow the use of floor markings required to maintain social distancing?								
<b>1.4</b>		What information signage is required outside and inside the venue?								
<b>1.5</b>		Have you got procedures in place for cleaning the venue on initial occupation?								
<b>1.6</b>		Have you got procedures in place for regular cleaning and sanitising throughout the period of use?								

<b>1.7</b>		Have you considered how you can increase ventilation where it is possible and safe to do so?								
<b>1.8</b>		Have you got procedures in place for the provision of cleaning and sanitising products?								
<b>1.9</b>		Have you got procedures in place for the provision of catering if required?								
<b>1.10</b>		Have you made an assessment of how long the venue needs to be booked for? (Does the booking period need to be longer? I.e. polling place required from day before to set up,								

		sanitise, mark floor for social distancing, etc.)								
1.11		Are procedures in place to keep all entry and exit doors open throughout the period of use?								
1.12		Have you got plans in place to record the contact details of all in attendance if required for contact tracing purposes?								
2.1	<b>Polling Places</b>	Are schools available to be used?								
2.2		Is it necessary to increase the number of polling stations or places in any areas?								



## Elections and COVID-19 - WORKFORCE PROTECTION & PLANNING

No.	Description	Details	Date Identified	Owner	Latest Position / Action Required	Date Updated	Status
1	<b>Ability to fully staff all positions</b>	Have you considered early communication with staff to understand your ability to staff the election?					
		Have you been able to staff positions from established elections staff?					
		Do you require to seek the formal agreement of the Local Authority to make its staff available to the Returning Officer?					
		Have you considered the use of the Local Authorities COVID-19 Volunteers Staff Database?					
2	<b>Staff who are vulnerable or at risk</b>	Have you an agreed procedure in place to deal with staff who are in high risk categories?					
		If appropriate, have you identified staff who are in a high-risk age group?					
		Are you taking steps to identify staff who are in other high-risk groups?					
3	<b>Reserve Staff</b>	Have you determined how many reserve staff for each position are required?					
		Have reserve staff been recruited?					
		Has the cost of reserve staff been included in financial planning?					
4	<b>Additional Staff</b>	Have you identified those areas where additional or new types of staff may be required? For example, Information					

		Officers at Polling stations, the presence of more senior staff at Polling Stations.					
5	<b>DRO's / Core Election Staff</b>	Do you have contingency plans in place for absence of senior election staff?					
		Do you have processes in place for internal staff to cover the absence of senior elections staff?					
		Do you have a reciprocal agreement in place with a neighbouring election team?					
6	<b>RO Liability / Duty of Care</b>	Have you taken advice regarding RO Liability and COVID-19?					
		Have you got an agreed procedure in place to deal with voters or other customers who present with visible symptoms of COVID-19?					
7	<b>Health &amp; Safety Advice</b>	Have you taken the advice of Health and Safety colleagues regarding procedures to be followed to protect all staff?					

## Elections and COVID-19 - VOTING IN PERSON

No	Description	Details	Date Identified	Owner	Latest Position / Action Required	Date Updated	Status
1.1	Voting Process	Do you have a procedure document describing the voting process which incorporates social distancing rules?					
1.2		Have you made an assessment of the maximum number of people to be permitted to each polling place / polling station queue at any one time?					
1.3		Is there a queueing procedure which incorporates floor markings inside and outside of the building and a one-way system for entry and exit?					
1.4		Are pens or pencils to be provided and will voters be asked to bring their own if possible?					
1.5		How many compartments of the polling booth will be made available to use?					
1.6		Have you got a procedure in place for the use and disposal of poll cards?					
2.1	Cleaning / Infection Prevention and Control	Do you have a procedure in place for cleaning the building and polling equipment initially, throughout use and at the end of use?					

2.2		Do you have a procedure in place for the use of hand sanitiser on entrance to the polling place?					
2.3		Have you ensured that hand washing facilities are present?					
2.4		Have you ensured the building will have adequate ventilation?					
2.5		Will there be a barrier screen between staff and voters at the polling desk?					
2.6		Will voters be asked to wear face coverings?					
2.7		Do you have a process in place to follow should a voter refuse to wear a face covering?					
2.8		Will staff be asked to wear face coverings and will these be provided?					
3.1	<b>Staffing</b>	Have you made an assessment of the staffing required at polling places and will additional staff be required, for example Information Officers?					
3.2		Have you made an assessment of the physical demands the revised procedures have on staff and is a shift system required?					
4.1	<b>Voters in the Shielding / Higher Risk Categories</b>	Do you have a procedure in place to communicate with those in the high-risk categories?					
4.2		Is specific guidance issued reminding those in the shielding category not to attend polling stations?					

4.3		Will you display posters at the polling place reminding those in the shielding category not to attend?					
5	<b>General COVID-19 Information Posters</b>	Are there general COVID-19 information posters outlining the procedures in place at the polling station and does it ask voters with symptoms not to enter?					
6	<b>Voters with visible symptoms</b>	Do you have a procedure in place to deal with people attending the polling station with visible symptoms?					



## Elections and COVID-19 – The Count

No.	Description	Details	Date Identified	Owner	Latest Position / Action Required	Date Updated	Status
1	Process	Do you have a procedure document to describe how the count will operate within the rules of social distancing?					
1.1	Timing	Have you agreed a count start time?			Consensus amongst the working group for a next day count.		
2	Venue	Have you identified a suitable venue with the necessary increased space requirements?					
3	Training	Do you have a count training plan with time and venue allocated?					
4	Staffing	Have you identified revised staffing requirements?					
		Has staffing of the count been completed?					
5	Equipment	Have you identified the additional equipment that may be required for revised count arrangements? E.g. barriers, additional ICT equipment etc.					
6	Contact Tracing	Do you have a process in place to record the contact details of all present, to be used for contact tracing if necessary?					

## Elections and COVID-19 - Communications

No.	Description	Details	Date Identified	Owner	Latest Position / Action Required	Date Updated	Status
1	<b>Communication Plan</b>	Have you developed a Communications Plan?					
1.1	<b>Communication with electors outlining options and procedures for voting</b>				By-elections group discussed writing to all electors / leaflets to all households. Consider the use of social media and all online channels.		
1.2	<b>Communications with political parties, candidates and agents</b>				Advise of the arrangements in place at the elections and procedures to be followed. Develop briefing resources which utilise online platforms.		
1.3	<b>Communications with the media</b>						

If you would like further information on the above risk assessment, please email [insurance@bhibcouncils.co.uk](mailto:insurance@bhibcouncils.co.uk).

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