

## Risk Assessment for face to face meetings during the Covid-19 pandemic held at the Village Hall

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Corona virus	<ul style="list-style-type: none"> <li>Councillors</li> <li>Clerk</li> <li>Other users of the village hall</li> <li>Cleaners</li> </ul>	<p><b>Hand Washing</b></p> <p>Attendees to wash/sanitise hands on entering and leaving the Hall.</p> <ul style="list-style-type: none"> <li>Hand washing facilities or hand sanitiser in place</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels</li> <li><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b></p> <p>Village Hall to be cleaned and objects and surfaces that are touched regularly particularly in areas of high use such as door handles and light switches using appropriate cleaning products and methods.</p>	<p>Attendees to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. OR to use handsanitiser.</p> <p>Posters, leaflets and/or other materials available for display.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Touchpoints to be sanitised before and after meeting.</p>	<p>Clerk and Councillors.</p> <p>Village Hall Cmmtee</p> <p>Clerk and Councillors, if not cleaned by Village Hall</p>	<p>On the day.</p>	

		<p><b>Social Distancing</b> Social Distancing – All Parish Council meeting attendees to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to ensure social distancing is maintained on entry and exit.</p> <p><b>PPE</b> Is not required provided attendees maintain social distancing. If it is not maintained, they should wear masks.</p> <p><b>Track and Trace</b> Attendees to provide details for track and trace should anyone report Covid-like symptoms after the meeting.</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough, loss of smell or taste, a rash, or a high temperature after the meeting they should follow the stay at home guidance, arrange for testing and inform the Clerk to the Parish Council. . If a test proves positive the Parish Council will contact the Public Health Authority and take advice on any actions or precautions that should be taken.</p>	<p>Attendees to be reminded of the need for social distancing both in the Hall and outside of it.</p> <p>Chairs and tables to be laid out at 2m intervals before meeting.</p> <p>Maintain distance on the way in and out plus one-way system.</p> <p>Maintain distance on the way in and out, plus one-way system.</p> <p>Clerk to ask for details of attendees excluding councillors.</p> <p>Remind attendees of the procedure.</p>	<p>Cmmtee beforehand .. Chairman/ Clerk.</p> <p>Councillors / Clerk.</p> <p>Councillors /Clerk.</p> <p>Councillors / Clerk</p> <p>Clerk</p> <p>Clerk</p>		
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**NOTE:** Naunton Parish Council has decided that a face-to-face meeting is essential in order to sign cheques as this cannot be done in a virtual environment. In addition, a risk assessment has been carried out and Covid secure precautions have been identified. The meeting room in the village hall is big enough to allow social distancing, especially as very few members of public generally attend.