

# Risk assessment Covid Face to Face Parish Council meetings in Little Chalfont Village Hall 04/05/21

**Company name: Little Chalfont Parish Council Assessment carried out by: Clerks.**

**Date of next review: 03.05.21**

**Date assessment was carried out: 04.05.21.**

Little Chalfont Parish Council Main Risk Assessment

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
Spread of Covid -19	General Public COVID-19	Signage – Entrance, Exit, Foyer, Main hall, and Kitchen	Monitor and make sure signs are all ways in place	Clerks	On going	
Cleanliness of hall and equipment, especially after other hires	General Public Other hirers have not cleaned hall or equipment used to standard required.	Signage and in conditions of hire	Monitor	Clerks	On going	
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	Entrance and Exits signs and one person in and one-person strategy for	Monitor	Clerks	On going	

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		the toilets with signs to advise				
Respiratory hygiene	Transmission to other members of group Covid 19	Signs - Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Also provide paper towels ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Monitor	Clerks	On going	
Hand cleanliness	Transmission to other members of group and premises Covid 19	Signs - Advise to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	Monitor	Clerks	On going	

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<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises Covid 19	Move person to isolation room, obtain contacts, inform cleaner.	Monitor	Councillors and Clerks	On going	
Car Park	Social distancing is not observed as people congregate before entering premises.  Parking area is too congested to allow social distancing.  People drop tissues.	Signs	Monitor	Clerks	On going	
Foyer	Busy areas where risk of social distancing is not	Signs -one-way system.	Monitor	Clerks and Cleaners	On going	

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	<p>observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Door handles and light switches to be cleaned.</p> <p>Hand sanitiser to be provided by hall</p>				
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned before use.</p> <p>Social distancing guidance to be observed by the Parish Council in arranging their meetings.</p> <p>Councillors and Clerks encouraged to wash hands regularly.</p>	Monitor	Councillors and Clerks	On going	

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Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and surfaces, mirrors.	Parish Council to control numbers accessing toilets at one time, with attention to more vulnerable users. Parish Cleaner to clean all surfaces etc before public arrive and posters to encourage 20 second-hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.	Councillors and Clerks	On Going	
Face to face Parish meetings	Councillors Clerks General Public	Place seating and tables two metres apart and arrange so people are not facing each other directly where possible. Meetings to be paperless where possible.	Monitor	Councillors and clerks	On Going	

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		<p>Face masks to be used when on the premises unless exempt. Shielding screens should be provided if attendees wish to use them for further protection.</p> <p>To have windows and doors opened where possible.</p> <p>To encourage using the NHS QR code on the premises to support the Track and trace scheme.</p> <p>The number allowed in the hall is no more than 15 people at any one time.</p>				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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