

HELLIFIELD PARISH COUNCIL MEETINGS HELD DURING COVID-19 RISK ASSESMENT

Work place	Village Institute	Assessed by	M Blackwell (Clerk), K Dunwoodie (Trustee of Institute) B Hugill (Chair of HPC)
Work Activity	Meeting of Parish Council	Contractor	Village Institute Trustees
Date	24 th July 2020	Next Review date	End August 2020

Hazard	People Affected	Control Measure	What further action is needed to control the risk?	Who needs to carry out the action?	When is the action needed by?
Contracting or spreading the virus by not social-distancing	Councillors, Members of Public, Institute trustees, volunteers, users of institute, visitors.	<ol style="list-style-type: none"> 1. Tables and chairs set out to maintain at least 2m distance between attendees. 2. Papers and documents are printed at home and brought to meeting by each councillor where possible. 3. People attending must have provided their details to the Clerk prior to meeting. 	<ol style="list-style-type: none"> 1. Identify person who will put out chairs and tables and make aware of distancing requirements. 2. The Clerk to advise all Councillors of requirement. 3. Notices issued with clear instructions – on noticeboard, website and 	<ol style="list-style-type: none"> 1. Chairman 2. The Clerk 3. The Clerk 	<ol style="list-style-type: none"> 1. 1hr prior to meeting. 2. When documents sent to Councillors. 3. As soon as Agenda is published.

		<ol style="list-style-type: none"> 4. Signs on external door and internal door with clear instructions regarding meeting rules. 5. No one will be allowed to enter meeting unless invited. 6. Users are clear on the rules when using common areas. 7. Signs in place reminding people to socially distance, wash hands and not touch their faces. 	<p>Facebook.</p> <ol style="list-style-type: none"> 4. Signs on external and internal door of venue. 5. Anyone who turns up without invite will not be allowed to enter. 6. The Institute to provide signage on doors of kitchen, toilets 7. As above 	<ol style="list-style-type: none"> 4. The Clerk. 5. The Clerk and Chairman. 6. Institute Trustees. The Clerk to check controls in place. 7. Institute Trustees. The Clerk to check controls in place. 	<ol style="list-style-type: none"> 4. 30mins before meeting begins. 5. At the time of the meeting. 6. Prior to the meeting. 7. Prior to the meeting.
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Councillors Members of Public Institute trustees, volunteers, users of institute, visitors.	<ol style="list-style-type: none"> 1. Cleaning to increase level and frequency of all surfaces and equipment. 2. Hand sanitiser at various, appropriate locations. 	<ol style="list-style-type: none"> 1. Covered by Institutes own risk assessment. 2. Covered by Institutes own risk assessment. 	<ol style="list-style-type: none"> 1. The Institute Trustees. 2. Clerk to check sanitizer is available and if not, have supply to hand. 	<ol style="list-style-type: none"> 1. Prior to the meeting. 2. 30 mins before the meeting.

		3. Additional cleaning of tables and chairs used before and after meetings	3. Tables and chairs will be cleaned with anti-bacterial cleaner after being set out.	3. The Clerk.	3. 30 mins before the meeting.
Getting or spreading coronavirus in common use high traffic areas such as kitchens, toilet facilities, entry/exit points.	Councillors Members of Public Institute trustees, volunteers, users of institute, visitors.	<ol style="list-style-type: none"> 1. Cleaning plan in place with additional cleaning of surfaces in kitchen and toilets 2. Signs on external and internal doors giving clear guidance on entry requirements. 3. Signs with clear guidance for the use of toilets and kitchen to make sure they are kept clean and social distancing is achieved. 4. 'One in, one out' system in place for toilet and kitchen. 5. Hand drying facilities in place. 	<ol style="list-style-type: none"> 1. Covered by Institutes own risk assessment. 2. Covered by Institutes own risk assessment. 3. Covered by Institutes own risk assessment. 4. Covered by Institutes own risk assessment. 5. Paper towels provided by Institute. 	1, 2, 3, 4 and 5 The Institute Trustees.	1, 2, 3, 4 and 5 Prior to the meeting.

		6. Bins emptied frequently to safely dispose of waste.	6. Black bin bags to be used at the meeting for all rubbish, then tied and disposed of in bin after meeting.	6. The Clerk to provide big bags.	6. At the meeting.
Poor ventilation leading to risks of coronavirus spreading	Councillors Members of Public Institute trustees, volunteers, users of institute, visitors.	1. Air flow increased by opening windows and doors (that are not fire doors) when rooms are in use.	1. Ensure large, open room booked for meeting. 2. Door to be left open (not feasible to open windows due to traffic noise)	1. The Clerk 2. The Clerk	1. Room booked to end of 2020. 2. Immediately prior to meeting.
Increased risk of infection and complications for vulnerable people.	Councillors Members of Public Institute trustees, volunteers, users of institute, visitors.	1. Discussions with individuals identified as in "at risk" categories regarding their personal risks and identify what is needed to be done in each case to protect them with social distancing and hygiene procedures.	1. Individuals identified and advised. In some cases, they may be encouraged not to attend.	1. The Clerk and Chairman.	1. Prior to meeting.

Reviewed and adopted by resolution at HPC meeting 30th July 2020

Signed.....Brian Hugill
Chairman of Hellifield Parish Council

Date: 30th July 2020

Signed...Mary Blackwell
Clerk to Hellifield Parish Council

Date: 30th July 2020