

HALLBANKGATE VILLAGE HALL

Risk Assessment for Face to Face Meetings

Undertaken by: *Allison Riddell, Clerk* 13th July 2021

Farlam Parish Council

Review: Monthly by Clerk and each time the UK Covid-19 risk level is changed by the Government

Context: Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a Risk Assessment for dealing with the current Covid-19 situation of returning to face to face meetings.

What are the hazards	Area or People at Risk	Controls	Further actions to take	Action to be carried out by	Date action needed
Spread of Covid-19 coronavirus infection	Clerk Councillors Members of the public attending the meeting	<p>Face coverings to be worn at all time during the meeting (unless addressing the meeting) as per government guidelines. Masks and face shields can be worn together for those persons who consider them in the at risk group. Face shields alone should not be worn as this does not give full protection.</p> <p>All attendees to be informed of and ensure are following the covid -19 hall risk assessment i.e. entry/exit point</p> <p>Hand sanitizers available at entrance and exit points and all persons using the hall to be encouraged to use them.</p>	<p>The meeting to be set up to avoid face to face direct contact. EG as rows with at least 1metre between each seat to reduce the risk of contact.</p> <p>Meeting protocol circulated to members and available on website.</p> <p>Clerk to check sanitising stations are in full working order prior to the start of the meeting.</p> <p>Clerk will keep any register</p>	Clerk to set up the hall to ensure that a minimum of 1metre social distancing is in place between each person attending.	Prior to the attendees arriving.

		<p>Track and trace QR code and Register are in place at entry point and all entrants to sign the register including declaration that they have not had or been into contact with covid-19 in the last 10 days nor are displaying any symptoms.</p> <p>Hand washing facilities should already be in place. Attendees to be informed where hand washing can take place.</p> <p>Non fire doors to be left open and windows to be opened to allow a flow through of air. Social distancing as per government guidelines Staggered entry and exit to the hall to allow social distancing to continue.</p> <p>Meetings to be kept to essential business and to last no more than 2 hours.</p>	<p>records for 21 days and then destroy appropriately.</p> <p>Facilities available in toilet area. Clerk to check availability of handwash and paper towels.</p>	<p>Councillors are requested to bring their own pen. Clerk to provide pen and a hand sanitiser will be provided next to the register to allow users to sanitise their hands after each use.</p> <p>Clerk</p> <p>Clerk</p>	<p>Prior to the attendees arriving.</p> <p>Prior to the attendees arriving.</p>
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