

Cockshutt cum Petton Parish Council – CV19 Risk Assessment

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | Actioned |
|---|--|--|---|---|--------------------|
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Employees Committee members Visitors | Follow the guidance on cleaning, hygiene and hand sanitiser -Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Provide hand sanitiser for occasions when washing facilities are not available | Provision of hand sanitiser in the entrance porch with signage reminding visitors to follow the guidance including checking for skin dryness CCP-PC will provide sanitiser station | CCP-PC Hand washing signage Sanitiser station | Clerk Clerk |
| Getting or spreading coronavirus in common use high traffic areas i.e. toilet facilities, entry/exit points More visitors if controversial items on the agenda | Employees Committee members Visitors | Avoid visitors congregating at pinch points and areas where people cannot meet social distancing rules. No.s in main hall restricted to 35 @ 2m distance Lounge – restricted to 18 @ 2m distance Or 1m+ other mitigation measures, such as side on seating, All to comply with current social distancing rules Increase ventilation | One-way or priority system for entry and exit. Symptom checking Monitor to ensure rules are followed Report where controls cannot be followed or visitors/staff do not follow the rules If no.s exceed available space request visitors attend for items of interest to them on the agenda. Consider postponement or deferment of items/delegation | CCP-PC Information on website | Clerk |

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| | | | Hire of larger room to accommodate visitors if necessary Face coverings are mandatory | | |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | Employees Committee members Visitors | Avoid use of unnecessary surfaces in meeting rooms Where possible avoid surfaces that are frequently touched but are difficult to clean (upholstered chairs) Cleaning of surfaces frequently touched – light switches, door handles, table tops, chair backs Avoid unnecessary paperwork. Committee and visitors to print their own agendas and not share paperwork. Provision of bins Follow HSE guidance on cleaning Arrangements to clean if someone develops coronavirus at work | Clean all surfaces before and after committee meetings. One table for Clerk and Chairman Chairs, tables for committee members space permitting, Chairs only for visitors Entry & exit doors to remain open to avoid contact with door handles Paperwork - only that necessary for the Chairman to sign. Committee members have their own copies of agendas, minutes and reports either posted or e-mailed. Visitors requested to view documents online and/or print their own from the website if required | Website | Clerk |
| Getting or spreading coronavirus where attendees develop symptoms | Employees Committee members Visitors | Arrangements to clean if someone develops coronavirus at work Notify others for test, track and trace purposes | Liaise with Village Hall Committee Alert VHC that hall should remain closed for period of 72 hours if possible | CCP-PC | Clerk/Chair |

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| | | | Maintain list of attendees including visitors for track and trace purposes – mandatory | Sign in sheet with name and contact details | Clerk |
|---|--|--|--|---|-------|
| Mental health and wellbeing | Employees Committee members | Share information and advice Follow government guidance on stress and mental health Advice and support Discuss issues with employees and committee members. | | CCP-PC | |
| Physical wellbeing | Employees Committee members | Government’s Spring 2021 Covid-19 Response; 50 and over and people with underlying health conditions have been offered a first dose of the Covid-19 vaccine resulting in a reduction in risk for local authority members meeting in person from May 7 Other physical risks, negligible increased risk due to CV19 home working over that which is already in place Advice and support:- protect homeworkers | Meetings in person on or after 7 May, following Government roadmap out of lockdown. Encourage rapid testing | CCP-PC | |
| Contracting or spreading the virus by not following current social distancing rules | Employees Committee members Visitors | Put in place one-way system or priority entrance/exit Limiting the number of people in the hall at any one time Avoid booking dates too close to other events if possible Measures to enable social distancing | Monitor and supervise Liaise with VH bookings clerk to avoid back to back events Social distancing signage | CCP-PC 2m signs | Clerk |

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| | | <ul style="list-style-type: none"> - space chairs for committee and visitors - arrange seating to avoid direct face to face. Seating should be side to side. Where social distancing isn't possible - enhanced cleaning regime - increase in hand washing | <p>Public participation</p> <p>At the Chairman's discretion, visitors may remove a face covering but must remain seated when speaking. Max 5 mins. Speaking time.</p> | Catch It Bin It Hands Face Space | |
| Poor Ventilation | | <p>HVAC guidance on heating, ventilation and air conditioning</p> <p>Doors and windows remain open for duration of the meeting</p> | | CCP-PC | |
| Increased risk of infection for vulnerable groups | <p>Employees</p> <p>Committee members</p> <p>Visitors</p> | <ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus - Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) | <p>Consider hybrid meetings</p> <p>Advice not to attend meetings</p> <p>Invite written statements to be e-mailed</p> <p>Stay Alert signage</p> | <p>CCP-PC</p> <p>Website</p> <p>Stay alert signage</p> | <p>Clerk</p> <p>Clerk</p> |
| Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE) | <p>Employees</p> <p>Committee members</p> <p>Visitors</p> | <p>There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare.</p> | <p>Keep advice on PPE under review.</p> | | |

Adopted: 8th April 2021

Signed: J Cooling, Chairman