



Woodplumpton Parish Council - Risk Assessment

Location	Woodplumpton Parish	Date of assessment	22 July 2021
Building / Function	Catforth Village Hall		
Assessors	Paul Entwistle		

Hazard	Who might be harmed & how	Recommended actions to control the risk	Further actions required to control the risk	Person responsible	Action date
Contracting or spreading Coronavirus by physical contact - generally hands	Members of Parish Council Members of the public Cleaners Others who may book & use the facility	Regular & thorough washing of hands using water & soap Post signage & information on where & how to wash / sanitise Provide appropriate hand sanitiser in locations where washing is not available &/or appropriate	Restrict attendees to a maximum of 30 <i>Numbers are based on 9 councillors, 20 members of the public & 1 invited guest.</i> Appropriate signage posted to indicate the need to wash &/or sanitise hands Toilet & washing facilities made available should anyone attending require to use them Hand sanitiser dispensers to be position in appropriate positions such as entrances, exits, around the facility where people will congregate	Members of the Parish Council & Clerk based on rota attached to Method Statement Chairman (or Vice Chairman) in conjunction with the Clerk to determine & communicate (prior to a meeting) who will be performing which duties Clerk to a supply appropriate materials	To be completed for each Parish Council meeting held in the Village Hall (or alternative location)

Covid 19 - Face to Face Venue - Risk Assessment
(Revised & implemented following government restrictions being lifted on 19 July 2021)

Hazard	Who might be harmed & how	Recommended actions to control the risk	Further actions required to control the risk	Person responsible	Action date
Contracting or spreading Coronavirus in commonly used areas	Members of Parish Council Members of the public Cleaners Others who may book & use the facility	Identify areas where close contact is possible such as pinch points, rest areas, kitchens, corridors etc. Limit the number of people in such areas to maintain appropriate distance Apply suitable one-way systems where appropriate Increase ventilation in such areas by opening doors & windows Space tables & chairs apart to maintain a safe distance Post appropriate signage	Restrict attendees to a maximum of 30 <i>Numbers are based on 9 councillors, 20 members of the public & 1 invited guest.</i> Members of the Parish Council & Clerk (based on the rota) to check & organise the venue before the meeting	Members of the Parish Council & Clerk based on rota attached to Method Statement Chairman (or Vice Chairman) in conjunction with the Clerk to determine & communicate (prior to a meeting) who will be performing which duties	To be completed for each Parish Council meeting held in the Village Hall (or alternative location)

Covid 19 - Face to Face Venue - Risk Assessment
(Revised & implemented following government restrictions being lifted on 19 July 2021)

Hazard	Who might be harmed & how	Recommended actions to control the risk	Further actions required to control the risk	Person responsible	Action date
Contracting or spreading Coronavirus through physical contact with surfaces, equipment & items	Members of Parish Council Members of the public Cleaners Others who may book & use the facility	Identify all surfaces, equipment & items that are capable of being contaminated with Coronavirus Specify the frequency & level of cleaning required Identify & train individual on how to perform cleaning operations Provide suitable cleaning materials Avoid sharing of equipment, materials & items Provide bins & disposal facilities Post appropriate signage	Restrict attendees to a maximum of 30 <i>Numbers are based on 9 councillors, 20 members of the public & 1 invited guest.</i> No items to be circulated or shared with other attendees Members of the Parish Council & Clerk (based on the rota) to check, organise & sanitise the venue before & after the meeting	Members of the Parish Council & Clerk based on rota attached to Method Statement Chairman (or Vice Chairman) in conjunction with the Clerk to determine & communicate (prior to a meeting) who will be performing which duties Clerk to supply appropriate materials	To be completed for each Parish Council meeting held in the Village Hall (or alternative location)

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Hazard	Who might be harmed & how	Recommended actions to control the risk	Further actions required to control the risk	Person responsible	Action date
Contracting or spreading Coronavirus by not maintaining an appropriate social distance	Members of Parish Council Members of the public Cleaners Others who may book & use the facility	Use floor markings to indicate correct distances Use one-way systems Stagger arrival & leaving times Limit the number of people in a space to enable appropriate distances to be maintained Arrange areas & equipment to maintain appropriate distances Provide appropriate PPE (masks & visors) if distances cannot be maintained Post appropriate signage	Restrict attendees to a maximum of 30 <i>Numbers are based on 9 councillors, 20 members of the public & 1 invited guest.</i> Appropriate PPE to be worn (masks or visors) by all attendees whilst moving around the venue (unless they are medically exempt) Communicate this Risk Assessment & associated Method Statement to anyone who may attend a face-to-face Parish Council meeting. This to be done by posting them on the Parish Council's website & displaying a copy in the venue at the meeting	Members of the Parish Council & Clerk based on rota attached to Method Statement Chairman (or Vice Chairman) in conjunction with the Clerk to determine & communicate (prior to a meeting) who will be performing which duties Clerk to provide appropriate materials	To be completed for each Parish Council meeting held in the Village Hall (or alternative location)

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Hazard	Who might be harmed & how	Recommended actions to control the risk	Further actions required to control the risk	Person responsible	Action date
<p>Increased risk of infection of individuals who are clinically extremely vulnerable or are in a high risk group</p> <p>This hazard includes attendees spreading the infection to a wider population</p>	<p>Members of Parish Council</p> <p>Members of the public</p> <p>Cleaners</p> <p>Others who may book & use the facility</p>	<p>Make anyone who falls into one of these groups aware of the risks</p> <p>Follow Government guidelines on protecting such individuals</p>	<p>Restrict attendees to a maximum of 30 <i>Numbers are based on 9 councillors, 20 members of the public & 1 invited guest.</i></p> <p>Communicate this Risk Assessment & associated Method Statement to anyone who may attend a face-to-face Parish Council meeting. This to be done by posting them on the Parish Council's website & displaying a copy in the venue at the meeting</p>	<p>Clerk to post appropriate information on the website & display at a meeting</p>	<p>To be completed for each Parish Council meeting held in the Village Hall (or alternative location)</p>

Covid 19 - Face to Face Venue - Risk Assessment
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Hazard	Who might be harmed & how	Recommended actions to control the risk	Further actions required to control the risk	Person responsible	Action date
Attendees importing the infection into a meeting or spreading it to a wider population	<p>Members of Parish Council</p> <p>Members of the public</p> <p>Cleaners</p> <p>Others who may book & use the facility</p>	Record on a log all attendees of a meeting, alternatively ask all attendees to scan the displayed QR code	<p>Restrict attendees to a maximum of 30 <i>Numbers are based on 9 councillors, 20 members of the public & 1 invited guest.</i></p> <p>Communicate this Risk Assessment & associated Method Statement to anyone who may attend a face-to-face Parish Council meeting. This to be done by posting them on the Parish Council's website & displaying a copy in the venue at the meeting</p> <p>Create & maintain a log of all attendees</p>	<p>Clerk to post appropriate information on the website & display at a meeting</p> <p>Clerk to create & maintain a log of attendees</p>	To be completed for each Parish Council meeting held in the Village Hall (or alternative location)