

# CAPEL-LE-FERNE PARISH COUNCIL – Parish Council Meeting COVID-19 Risk Assessment

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Councillors on Capel Parish Council</b></li> <li>• <b>Clerk for the Council</b></li> <li>• <b>Members of the Public and visiting Councillors</b></li> </ul>	<p><b><u>Reason</u></b> Councillors' confidence and equipment unable to comply with requirements for remote virtual meeting.</p> <p><b><u>Preparation for Meeting</u></b> Councillors, Clerk for the Council, members of the public and visiting Councillors are all expected to wear a face covering before entering the Village Hall Members of Parish Council advised to carry personal hand sanitiser gel if possible. Social distance signs prepared for display at the meeting. First to attend set out tables and chairs with a 1.5M spacing which complies with 1M+ recommended by the Public Health Agency During set up and clear away PPE must be worn as described below</p> <p><b><u>At Meeting</u></b> Face coverings to remain in place throughout the meeting. Contact detail taken from members of the public attending the meeting for track and trace purposes. Social distancing signage displayed.</p> <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels if available.</li> <li>• Use of hot air hand dryer not advised</li> <li>• Use gel sanitiser as an alternative in place</li> </ul> <p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, tables and chairs. Door handles and light switches to be wiped with antibacterial wipes before and after the meeting</p>	<p><b><u>Following Village Hall Management Committee Assessment, 23<sup>rd</sup> June 2020</u></b> <a href="https://www.capellefernepc.org.uk/wp-content/uploads/2020/08/risk-assessment-village-hall-2020-reviewed.pdf">https://www.capellefernepc.org.uk/wp-content/uploads/2020/08/risk-assessment-village-hall-2020-reviewed.pdf</a></p> <p>Provision of gloves and necessary cleaning material by Parish Council</p> <p>Those present at the meeting will be reminded by the Chairman to wear face coverings throughout the meeting, to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels if available when visiting the toilet. Use of hot air hand dryer not advised. Alternatively, use gel sanitiser available, provided by Parish Council.</p> <p>Antibacterial wipes will be provided by the Parish Council for all present at the meeting.</p>	<p>Clerk/ Chairman/ Councillors</p> <p>Clerk</p> <p>Chairman</p> <p>Clerk/ Chairman/ Councillors</p> <p>Clerk</p> <p>Chairman</p>	<p>Prior to meeting</p> <p>At Meeting</p> <p>At Meeting</p> <p>At meeting</p> <p>Before and after meeting</p> <p>At meeting</p>	

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		<p><b><u>Social Distancing</u></b> Social Distancing - Use the small tables set 1.5M apart with one Councillor per table. Ensure chairs for use by Public and visiting Councillors are arranged spaced at a distance of 1.5M, which complies with 1M+ recommended by the Public Health Agency.</p> <p><b><u>Wearing of PPE</u></b> Whilst assessing the risk, additional measures such as PPE is only considered necessary when setting out and storing tables, but Individuals may choose to wear gloves or face mask.</p> <p><b><u>Close of Meeting</u></b> At the close of meeting, Councillors will clean the table and chair used by them with antiseptic wipes. Members of the Public or visiting Councillors will also be asked to wipe the chair used.</p> <p>Two Councillors will be asked to volunteer to return the tables and chairs to the storage area following social distancing guidance and wearing gloves at all times.</p> <p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough or a high temperature in the meeting, they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of the Council or public has developed Covid-19 whilst in the Village Hall the Parish Council will contact the Public Health Authority and VHMC to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b><u>Risk Assessment Review</u></b> A review of the assessment will be carried out prior to each meeting.</p>	<p>The first in and last out of the hall will wipe door handles and light switches used</p> <p>The Chairman reminds all present of the importance of social distancing both in the meeting and outside of it. Chairman will check to ensure this is adhered to.</p> <p>Gloves provided by PC to be worn by those setting out and storing tables.</p> <p>The Chairman to ask all present to clean tables/chairs used with antibacterial wipes provided by the Parish Council before they are returned to the storage area.</p> <p>Chairman to ask for two volunteers to return tables and chairs to storage area using PPE provided.</p> <p>Chairman/Clerk to notify Public Health Authority and VHMC</p> <p>Dated copy of executed Risk Assessment kept on file.</p>	<p>Chairman</p> <p>Clerk/ Chairman/ Councillors</p> <p>Chairman</p> <p>Chairman/ Councillors</p> <p>Chairman/ Clerk</p> <p>Vice Chairman</p>	<p>At meeting</p> <p>Before and after meeting</p> <p>Close of meeting</p> <p>Close of meeting</p> <p>Following meeting</p> <p>Prior to meeting</p>	
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