

CAPEL-LE-FERNE PARISH COUNCIL – Parish Council Surgery 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"> Chairman of Capel Parish Council Clerk for the Council Members of the Public 	<p><u>Preparation for the Surgery</u> Chairman and Clerk to wear face coverings before entering the Village Hall and advised to carry personal hand sanitiser gel if possible. Social distance signs prepared for display at the surgery. 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><u>At the Surgery</u> Face coverings to remain in place by Council members and the public. Contact detail taken from members of the public attending the surgery for track and trace purposes. Social distancing signage displayed.</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels if available. Use of hot air hand dryer not advised Use gel sanitiser as an alternative in place <p><u>Cleaning</u> 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>Follow VHMC Risk Assessment https://www.capellefernepc.org.uk/wp-content/uploads/2020/06/Risk-Assessment-Village-Hall.pdf Two small table preferable to one large table</p> <p>Provision of glove, sanitiser, anti-septic wipes and any necessary cleaning material provided by Parish Council</p> <p>Only one person at a time to attend surgery desk as indicated by appropriate signage.</p> <p>Wash 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 provided by the Parish Council</p> <p>Antibacterial wipes will be provided by the Parish Council for Chairman and Clerk.</p> <p>The first in and last out of the area will wipe door handles and light switches used</p>	<p>Clerk/ Chairman</p> <p>Clerk/ Chairman</p> <p>Chairman/ Clerk</p> <p>Clerk/ Chairman</p> <p>Clerk/ Chairman</p>	<p>Prior to surgery</p> <p>At Surgery</p> <p>At Surgery</p> <p>At Surgery</p> <p>Before and after Surgery</p>	

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	<p><u>Social Distancing</u> Social Distancing - Preferably use the small tables set at least 1.5M apart as recommended by the Public Health Agency. Provide only one chair for the Public. Those waiting must comply with social distancing</p> <p><u>Wearing of PPE</u> 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 when talking to the Public.</p> <p><u>Close of Surgery</u> At the close of meeting, Chairman and Clerk will clean the tables and chairs used by them and the public with antiseptic wipes. If required, Chairman and Clerk will return the tables and chairs to the storage area following social distancing guidance and wearing gloves at all times.</p> <p><u>Symptoms of Covid-19</u> 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><u>Risk Assessment Review</u> A review of the assessment will be carried out prior to each meeting.</p>	<p>The Chairman reminds all present of the importance of social distancing both at the surgery and those waiting.</p> <p>Appropriate signage indicating only one person at a time at the surgery desk</p> <p>Gloves provided by PC to be worn by those setting out and storing tables. Face coverings provided by individuals.</p> <p>The Chairman and Clerk to clean tables/chairs used with antibacterial wipes provided by the Parish Council before they are returned to the 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>Chairman/ Clerk</p> <p>Chairman/ Clerk</p> <p>Chairman/ Clerk</p> <p>Vice Chairman/ Clerk</p> <p>Clerk</p>	<p>At Surgery</p> <p>Before, during and after Surgery</p> <p>Close of Surgery</p> <p>Following Surgery</p> <p>Prior to Surgery</p> <p>Following Surgery</p>	
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