

CAPEL-LE-FERNE PARISH COUNCIL – V E DAY COVID-19 Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Chairman of Capel Parish Council • Vicar • Clerk for the Council • Councillors and Members of the Public 	<p><u>Preparation for the Service</u> Clerk for the Council to sanitise wreath. Contact detail taken from invited guests and members of the public attending the service for track and trace purposes. There should be no social gathering before the service</p> <p><u>At the Service</u> Those attending the service are encouraged to wear face coverings, but they are not mandatory. Social distancing and other current Government rules must always be maintained during the service. Communal singing is not permitted during the service.</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Use gel sanitiser advised before and after service <p><u>After the service</u> There should be no social gathering after the service</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 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>Use of sanitiser, anti-septic wipes where necessary.</p> <p>Clerk to take contact details for track and trace purposes</p> <p>When a service is taking place outdoors, you must not mingle in groups larger than 6, except for groups from up to 2 households (a household can include an existing support bubble, if eligible). You should maintain strict social distancing from other groups and households at all times.</p> <p>Attendees should provide their own sanitiser.</p> <p>There should be no socialising at any point before, during or after the service</p> <p>Clerk to notify Public Health Authority</p> <p>Dated copy of executed Risk Assessment kept on file</p>	<p>Clerk</p> <p>All attendees</p> <p>All attendees</p> <p>Clerk</p> <p>Clerk</p>	<p>Prior to service</p> <p>At service</p> <p>At service</p> <p>After Service</p>	