# Covid-19 Risk assessment

## Company name: Worleston & District Parish Council Assessment carried out by: WDPC Clerk – Helen Exley

## Date of next review: TBD Date assessment was carried out: 21st July 2020

Worleston & District Parish Council meetings are held in Worleston Village Hall, attended by 12 Councillors, a Borough Councillor and members of the public – rarely more than 10. Worleston Village hall is a modern purpose build hall which is light and spacious. There are adequate amounts of tables and chairs that are easily positioned to maintain social distancing in line with Government requirements.

| What are the virus transmission hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Person to person** | All Parish Councillors and attending members of the public. | 1.5 – 2 metres distance between people to be maintained at all times for social all distancing | Clear marked one- way entrance and exit from the building.  Tables will be Placed in accordance to 1.5-2m rule – 1 councillor per table and chairs spaced out for public.  Maximum numbers using the main hall 35 people  Encourage hall users to keep doors/windows open when hall is in use | Anyone using the building | At all times |  |
| **Sharing of documents** | Parish Councillors/ Clerk | All documents previously e mailed so no risk of Virus contamination on physical paperwork.. | Where there is a need for wet signatures ( Audit sign off) paper work will be stored by the RFO in a plastic sleeve, not touched 3 days prior to the meeting and 3 days after the document has been signed by the chair. | The RFO | At the meeting |  |
| **Equipment and Facility set up** | Anyone using the hall | Deep clean will have taken place in accordance with the Village Hall Covid Risk Assessment and T&C’s of village hall hire, prior to the meeting | Doors and lock cleaned to main hall where the meeting takes place before and after use with anti-bacterial and anti-viral cleaner.  Tables and chairs cleaned after every use with anti-bacterial/viral cleaner  Kitchen and kitchen equipment MUST NOT BE USED | Volunteers opening/closing the hall  Anyone using the hall | At all times |  |
| **Toilets** | Councillors and members of the public attending the meeting | Deep clean before re-open by contract cleaners | Anti-bacterial and anti-virus spray will be provided in the toilets.  Hand wash basins, WC’s and urinals will be sprayed with anti-bacterial and anti-virus spray after each group use. | Trustees of the Hall  Anyone using toilets  Volunteer closing the hall | After each use  After each episode of hall hire |  |
| **Shared surfaces contact** | Anyone using the hall | Kitchen and kitchen equipment closed to general public  All tables and chairs cleaned after each episode of hall hire BEFORE THEY ARE PUT AWAY | Village hall deep clean before re-open by contract cleaners  Contract cleaners after each episode of group hall hire  Surfaces cleaned after each use with anti-bacterial and anti-viral | Volunteer closing the hall after each hall use  Contract cleaners after each episode of group hall hire | After each episode of group hall hire |  |

\* Recommended approach

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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