

**RISK ASSESSMENT FOR THE USE OF THE VILLAGE HALL FOR PARISH COUNCIL MEETINGS  
DURING THE COVID 19 PANDEMIC – JULY 2020**

<b>RISK ISSUE</b>	<b>ACTIONS AND COMMENTS</b>
<p><b>Use of the hall:</b></p> <ol style="list-style-type: none"> <li>1. Risk of cross contamination from those present in the hall</li> <li>2. Risk of contamination from use of the tables and chairs</li> </ol>	<ul style="list-style-type: none"> <li>• The meeting will be held in the main hall, not the smaller meeting room, to allow greater space for each participant to be provided</li> <li>• Social distancing of 2m will be observed at all times</li> <li>• Face covering – Government guidelines at the time of the meeting will be followed</li> <li>• The hall will be cleaned prior to the meeting by the Hall Manager and the cleaner as stated in Government guidelines <a href="http://www.gov.uk">www.gov.uk</a> (gloves and face coverings to be used as appropriate).</li> <li>• Hygiene procedures will be accommodated by the provision of hand sanitizer, to be used by every person entering and leaving the hall.</li> <li>• Posters and visual reminders will be posted in the foyer and the hall, dealing with hand washing, social distancing and foot flow</li> <li>• The Village Hall Committee will make spot checks to ensure guidelines are being adhered to.</li> <li>• The Government restriction of meeting numbers at the time of the meeting will be followed</li> <li>• All furniture will be left in situ at the end of the meeting for sanitizing by the Hall Manager and cleaner</li> <li>• No paperwork/pens/devises will be shared during the meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>The Clerk will enter the names of those present on the attendance sheet for the Annual Parish Meeting and the attendance book for all other meetings. Ditto with the Declaration of Interest book</li> </ul>
<p><b>Use of the Facilities</b></p> <p>1. Risk of contamination from the use of the Kitchen</p> <p>2. Risk of contamination from the use of the lavatories</p>	<ul style="list-style-type: none"> <li>The kitchen will not be available for use.</li> <li>The only WC available will be the disabled WC where hand washing and other hygiene procedures as set out by the Village Hall Committee will be required to be followed. Soap and paper towels will be made available to users. The electric dryers are not to be used.</li> </ul>
<p><b>Legionella</b></p> <p>Possible risk of contamination of this bacterium in stagnant water due to the closure of the hall followed by a low level of use.</p>	<ul style="list-style-type: none"> <li>Guidelines to eliminate this risk found at <a href="http://www.gov.uk">www.gov.uk</a> (legionella) will be followed by the Village Hall Committee.</li> </ul>

**Whilst risks have been assessed as part of the requirement for holding a face to face meeting in the village hall during the Covid 19 pandemic, only significant risks have been assessed.**

**This risk assessment has been provided to the Village Hall Committee for it's records.**

**26<sup>th</sup> July 2020**