

Messingham Parish Council - Risk Assessment

ACTIVITY: RETURN TO FACE-TO-FACE PARISH COUNCIL MEETINGS

RISK: Transmission of COVID-19

PEOPLE AT RISK: Clerk; Councillors; Members of the Public

VENUE: Messingham Village Hall

PERSON CARRYING OUT RISK ASSESSMENT: Tracey Black - Parish Clerk in consultation with the Chairman

DATE OF ASSESSMENT: 6 May 2021

DATE OF REVIEW: Prior to each meeting

Potential Hazard	Control Measures	Additional controls required?
Symptoms of COVID-19	<ul style="list-style-type: none"> Advise all persons not to attend a meeting if they are displaying any symptoms of Covid-19; anyone in the household is displaying any symptoms; have been in recent close contact with anyone with Covid-19 symptoms; are self-isolating or been told to self-isolate. Advise any attendee showing signs of COVID-19 during the meeting they must leave the meeting immediately and must self-isolate. Encourage attendees to download the NHS Covid App and use the NHS QR code on entry or must provide name and contact details for Track and Trace. 	<p>Signage at the entrance to the Village Hall.</p> <p>Clerk to collect names and contact details of attendees not using NHS QR code. Details to be kept for 21 days. Clerk to provide details to NHS Track and Trace if required.</p>
Inadequate hygiene	<ul style="list-style-type: none"> Ensure hand sanitiser is used on entering and leaving the building. Encourage attendees to bring own hand sanitiser. 	Clerk to check adequate hand sanitiser supplies provided by the Village Hall and also a supply in the meeting room.
Inadequate PPE	<ul style="list-style-type: none"> Advise all attendees they must wear a face mask at all times unless exempt. Advise gloves to be worn when setting out and removing chairs / tables. 	<p>Clerk to ensure spare disposable masks available for those that do not have one.</p> <p>Clerk to ensure disposable gloves available.</p>

Insufficient capacity	<ul style="list-style-type: none"> Messingham Village Hall Committee has advised that the capacity for the Trinity Suite is 15 people when sitting 2 metres apart with additional area in the foyer if the Parish Council chooses to use. The Main Hall is in use by Messingham Martial Arts from 17:00 – 18:30. This does not allow time for cleaning and sufficient ventilation. 	Encourage members of the public to make written / emailed representations on issues rather than attend in person.
Lack of social distancing	<ul style="list-style-type: none"> Advise attendees that they must remain 2 metres apart at all times. Advise attendees to enter and leave in single file and not to congregate. Advise Councillors not to arrive more than 10 minutes prior to the start of the meeting. Chairman & Clerk to arrive earlier to stagger arrival times. Ensure seating is placed at least 2 metres apart and arranged so people are not facing each other directly. 	<p>Clerk to direct members of the public to dedicated seating.</p> <p>Chairman & Clerk to position the seating prior to the meeting. Table for the Chairman and Clerk.</p>
Lack of ventilation	<ul style="list-style-type: none"> Ensure the meeting room has a good air flow by ensuring the doors and windows are open during the meeting. 	Clerk to ensure doors and windows are open at all times and closed on leaving.
Spread through sharing of equipment	<ul style="list-style-type: none"> Advise no sharing of equipment, papers or pens. All documents will be pre-circulated electronically and must be printed off by the individual if they wish to refer to them and taken away at the end of the meeting. Advise Councillors the attendance book will not be in use. 	<p>Suggest use of clipboards due to the lack of space for individual tables.</p> <p>Clerk to complete the attendance book.</p>
Length of time in the meeting room	<ul style="list-style-type: none"> Consideration be given to the length of time the meeting will take and if necessary defer Agenda items to another meeting. 	Clerk to review draft agenda with the Chairman. To be mindful of the time during the meeting.
Insufficient cleaning	<ul style="list-style-type: none"> Messingham Village Hall has advised that they are responsible for the cleaning of the room prior to arrival. 	

NOTE: This Risk Assessment is in addition to the special conditions of hire that Messingham Village Hall Committee has put in place for COVID-19.

**This Risk Assessment is to be communicated by email to all Councillors, placed on the notice boards and on the Parish Council website;
www.messinghamparishcouncil.co.uk**