## MIDDLE RASEN PARISH COUNCIL – MEETING 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> <li>Council staff</li> <li>Volunteers</li> <li>Visitors to your premises</li> <li>Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your council</li> </ul>	Hand Washing Hand washing facilities with soap and water in place Stringent hand washing taking place See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels https://www.nursingtimes.net/news/research-and-innovation/paper-towels-muchmore-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel sanitisers in any area where washing facilities not readily available  Ventilation	Councillors, staff and members of the public will be asked to:  Wash their hands on arrival for 20 seconds with water and soap, and the importance of proper drying with disposable towels.  If handwashing facilities are not available, hand sanitiser to be provided.  Be reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus  Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	All	At each meeting  At each meeting	
		Windows and doors to be opened.		Clerk	At each meeting	
		Cleaning Before and after each meeting, cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door	Council staff to wipe down surfaces prior and post to meetings and dispose of cleaning materials securely in line with special conditions of hire.	Clerk	At each meeting.	

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				,	
	handles, light switches and reception				
	areas using appropriate cleaning				
1	products and methods.				
	Social Distancing				
	Social Distancing - Reducing the number		Clerk	At each	
	of persons in the meeting area to	All attendees reminded of the importance of		meeting.	
	comply with the 2-metre (6.5 foot) gap	social distancing both in the hall and outside of		meeting.	
	recommended by the Public Health	it.	All	At each	
	Agency.	Attendees to follow instructions with regard to	attendees	meeting	
	Agency.	one way system in hall.	attenuces	meeting	
	https://www.gov.uk/government/publi	one way system in mail.	All	At each	
	cations/covid-19-guidance-on-social-	Attendees may wear masks during the meetings		meeting	
		Attendees may wear masks during the meetings	attendees	meeting	
	distancing-and-for-vulnerable-people				
	Carial distancing also to be adhered to				
	Social distancing also to be adhered to		A II		
	in restroom and kitchen area.		All	At each	
		Adhere to the special conditions of hire.	attendees	meeting	
	Symptoms of Covid-19				
	If anyone becomes unwell with a new		All	At each	
	continuous cough or a high	Attendees to register with track and trace	attendees	meeting	
	temperature during the meeting, they	system.			
	will be sent home and advised to follow		All	At each	
	the stay at home guidance.	Contact details of attendees to be recorded,	attendees	meeting	
		and kept for 30 days in the event of confirmed			
	If advised that a member of council	case.			
	staff or public has developed Covid-19				
	and were recently attending a meeting				
	(including where a member of the				
	council has visited other premises), the				
	Clerk of the council will contact the				
	Public Health Authority to discuss the				
	case, and will take advice on any				
	actions or precautions that should be				
1	taken.				
	tuncii.				