**COVID-19 Risk Assessment for Annual Parish Meeting – 19th May 2021**

*This document is intended as a supplement to the Covid-19 Risk Assessment for the Village Hall.*

**Name:** Amanda Burton, Amenities Manager

**Group:**  Parish Council and Charvil Residents

**Activity:** Annual Parish Meeting

**No. of attendees:** 55 (9 Councillors, 1 Staff and up to 45 Guests) \* 1 additional staff member to be stationed in the foyer.

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| **Area of Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| **Cleanliness of hall and equipment, especially after other hires** | Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning. | Amenities Manager of the Parish Council to confirm with the Cleaning Company that the hall is cleaned prior to the meeting.  Councillors / staff to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. | Ensure all hard surfaces are sanitised taking care when cleaning electricals, just a cloth not spray.  Make sure there are plenty of disposable cleaning paper rolls available and suitable sanitising spray. |
| **Managing Social distancing and especially people attending who may be vulnerable** | People do not maintain recommended social distancing guidelines that are in place. | Advise attendees they must comply with social distancing as far as possible and use one-way system.  Set out chairs at least one meter apart and leave at least a meter either side of the layout for movement. Consider the configuration of the seating such that people are not face to face. See photograph for suggested layout.  Limit numbers using toilets at once.  Member of staff greeting people on arrival and allowing entry gradually to the seated area starting with the front seats and filling up behind.  At the end ask those seated at the back to leave first and others to file behind gradually. | Advertise in advance that there will be a maximum number of people allowed and ask where possible the guests to confirm their desire to attend prior to the meeting (use Facebook and Noticeboards to advertise this).  Allow older people time to use toilets without others present and ensure there is signage on the outer door to indicate the toilets are in use. |

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| **Respiratory hygiene** | Transmission to other attendees | Request everyone wear a face mask (unless exempt) at all times when moving around the building. Masks can be removed when seated.  Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.  Ensure hall is well ventilated with windows and doors open. | Open windows and doors prior to arrival of people at the building (preferably at least half hour).  Have spare masks to hand for anyone who has forgotten theirs. Ensure there are a supply of tissues available and hand sanitiser.  Remind attendees to dress appropriately as doors and windows will be open.  Remember to empty any bins used into Grundon at the end. |
| **Surface Transmission** | Transmission via surface to other attendees and the premises | Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.  No paperwork to be distributed to eliminate transmission.  Avoid sharing pens or other items. | Check the sanitising dispensers on the entry and exit are full.  Advertise the agenda for the meeting on social media platforms, noticeboards and website. |
| **Someone falls ill with COVID-19 symptoms** | Transmission to other attendees and the premises | Follow hall instructions (see building risk assessment).  Make the QR code available for scanning.  Ensure an attendee list (including date/name and contact number is taken at the start of the session) this can be used if required for Test, Track and Trace process if required. Information must be kept for 21 days.  Move person to safe area (Isolation Room / Committee Room) | Member of staff to greet attendees outside the building and ask them to scan the QR code and if they do not have that capability for the staff member to take details (name, address and telephone number). There is to be no entry for anyone not willing to give details. |
| **Equipment** | Councillors or staff bringing equipment from home and transmitting germs to other attendees and the premises.  For any equipment that is stored at the facility not to be cleaned at end of hire and transmission to other attendees and the premises. | Advise everyone to thoroughly clean any equipment/files brought in and not to share with any other members.  To ensure that any equipment stored is cleaned before use and again prior to storing. | Remind members not to bring anything too heavy with them that they cannot carry alone. |

**Suggested Layout**

Meeting direction towards the storage cupboards.

Overhead projector to use the wall as screen.

Councillors who are speaking to be sat at least 1m apart on tables at the front looking out towards attendees.

Leaving at least 1m gap from the edges of the room set chairs in 9 rows of 5 chairs – maximum 45 seats.

