

		Increasing Likelihood		Increasing Consequences		Risk Rating	
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Task Description	Covid-19 Council and Committee Meetings	People Affected	Contractors, Employees, Members of the Public, New & Expectant Mothers, Temporary Employees, Authorised Persons, Visitors, Volunteers, Vulnerable Persons, Young Persons.				

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
<b>Appendix 1</b>								
<b>Entry to Hall Access and Egress</b>  Infection from Covid 19.	3	4	12	Hand wash stations to be provided at each access point. Where water is not available hand sanitiser to be provided.  Committee Members and Members of the Public must sanitise their hands on arrival and departure from site.  Start and finish times to be staggered to reduce congestion. Arrange for different arrival and departure times for Committee Members and Members of the Public.  Limit numbers of members of the public in the premises to ensure social distancing can be maintained (2m or 1m plus with risk mitigation where 2m is not viable).  Where possible, operate a one-way system for entering and exiting the village hall.	Signage on floor markings to be used to ensure 2m distance is maintained for those queuing to access and leave the site.  Using a guide for fire safety and utilising the '2 metre rule' each individual will be within a 5 sqm floor-space, which will allow a maximum occupancy of 35 persons.  Door attendant to obtain names of attendees.  Door attendants to monitor numbers.  All attendees will be allowed to scan the respective QR Code, which will be displayed at the entrance to the Hall.	1	4	4

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<b>Moving Around the Hall Infection.</b>	<b>3</b>	<b>4</b>	<b>12</b>	<p>Pedestrian routes to be maintained to allow 2 metre distancing.</p> <p>Face coverings shall be worn at all times inside the hall.</p> <p>Face coverings shall be worn when moving around the village hall and when seated. (medical exemptions excluded)</p>	<p>Where possible, operate a one-way system for moving around the hall.</p> <p>Signage or other markings to show 2 metre distancing.</p>	<b>2</b>	<b>4</b>	<b>8</b>
<b>Toilet Facilities Infection.</b>	<b>4</b>	<b>4</b>	<b>16</b>	<p>Restrict the number of people using toilet facilities at any one time and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing. Appropriate signage will instruct <b>one</b> person will be allowed in the toilet facilities at any one time.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.</p>	<p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	<b>2</b>	<b>4</b>	<b>8</b>

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<b>First Aid Infection.</b>	4	4	16	<p>Review first aid assessment to take into account lower employee numbers and available first aiders.</p> <p>Emergency plans including contact details should be kept up to date.</p>	<p>Consideration must be given to potential delays in emergency services response, due to the current pressure on resources.</p>	2	4	8
<b>Fire Arrangements Infection.</b>	2	4	8	<p>Review of current fire risk assessment to be undertaken.</p> <p>In the event of an emergency, the usual procedure of evacuating the building by the nearest escape route takes precedence over the one-way system.</p>	<p>Alternative arrangements to be put in place where there is a shortage of trained fire marshals.</p>	1	4	4
<b>Illness and Suspected Covid-19 cases Infection.</b>	3	4	12	<p>If a committee member develops a high temperature, or notices a loss or change in their sense of smell or taste, or a persistent cough while at the meeting, they should:</p> <ul style="list-style-type: none"> <li>a. Ensure their manager or supervisor is informed immediately.</li> <li>b. Where possible inform their manager and all other persons who they have come into contact with.</li> </ul>	<p>An isolated area should be established for persons to wait in if they fall ill and cannot go home immediately.</p>	2	4	8

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				<ul style="list-style-type: none"> <li>c. Return home immediately.</li> <li>d. Avoid touching anything.</li> <li>e. Cough or sneeze into a tissue and put it in a bin, or if no tissues, cough and sneeze into the crook of the elbow.</li> </ul> <p>Any area where an individual has been when falling ill should be thoroughly cleaned using standard cleaning products before it can be re-occupied.</p> <p>Individuals must self-isolate in line with Government guidelines if they or someone in their household is showing symptoms.</p>				
<b>Cleaning Infection.</b>	<b>3</b>	<b>4</b>	<b>12</b>	Enhanced cleaning will take place throughout the site, particularly in communal areas. This will include cleaning of taps and washing facilities, toilet flush handles, and seats, door handles and push plates, handrails, machinery and equipment controls, telephones and office equipment.	All surfaces and contact points to be cleaned regularly.	<b>2</b>	<b>4</b>	<b>8</b>

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<b>Social Distancing Infection.</b>	2	4	8	<p>Visual aids (signs, posters, floor stickers) are used to display social distancing measures.</p> <p>Social distancing guidelines must be followed (2m apart). Visitor numbers to the meeting will be reduced to reflect this.</p>	Attendees should be at least 2m apart from each other, (or 1m plus with risk mitigation where 2m is not viable).	2	4	8
<b>Meetings Infection.</b>	3	4	12	<p>Rooms should be well ventilated with windows opened to allow fresh air circulation.</p> <p>Attendees should be at least 2m apart from each other, (or 1m plus with risk mitigation where 2m is not viable).</p>	All meetings will be monitored to enable responsible persons to monitor Covid controls.	2	4	8

<b>Assessors Name:</b>	Anthony-Louis Belgrave	<b>Date of Assessment:</b>	11 <sup>th</sup> May 2021
<b>Approved By:</b>	Paul O'Connor Health & Safety Consultant BSc (Hons) CMIOSH MIFireE	<b>Date of Review</b>	10 <sup>th</sup> June 2021