

Assessment for Uffington Parish Council Face-to-face Meetings

This **Risk Assessment** must be read in conjunction with the latest Village Hall guidance. The Hall risk assessment covers the building and any room used. This assessment (below) covers the specific use of the Small Hall by Uffington Parish Council for Council or committee meetings. This assessment will be circulated in advance to all attending.

This assessment is valid from 1 August 2021 and will be re-assessed on any change in circumstance of Government guidance.

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 style="list-style-type: none"> Councillors Members of the public 	<p>Check the UK Government website for the latest guidance. Check NALC/OAL guidance</p> <p><u>NHS APP</u></p> <p>To be used in accordance with Hall policy</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place Stringent hand washing procedures in place See hand washing guidance: https://www.nhs.uk/live- 	<p>All attendees must register with the NHS App on arrival.</p> <p>Covered by Village Hall Risk Assessment. Sanitiser will be available in the lobby for all councillors and members of the public entering the meeting room.</p>	<p>Clerk</p> <p>All attendees</p>	<p>Prior to each meeting</p>	

		<p>well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Drying of hands with disposable paper towels • Gel sanitisers in any area where washing facilities are not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p>Social Distancing Reducing the number of persons in any meeting room to comply with the current legislation. Adhering to the Government advice regarding the number of people allowed in the meeting room at any one time.</p>	<p>Gel provided by Village Hall</p> <p>Regular cleaning of room and furniture covered by Hall both prior and post room use.</p> <p>Attendees to be reminded of the importance of social distancing, both in the meeting room and outside of it. Hall has signage to remind attendees to keep their distance from other attendees wherever possible.</p> <p>Numbers limited by Hall regulations are within Government guidance limits. In the unlikely event of a large public attendance use of the Main Hall will be required.</p>	<p>Hall</p> <p>All</p> <p>Hall</p>		
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		<p>Social distancing guidelines apply to all parts of your council building, not just the area where attendees are meeting. This includes entrances and exits, break rooms, canteens, toilets etc.</p> <p><u>Wearing of Masks</u> Where Risk Assessment identifies wearing of masks as a requirement of the job, an adequate supply of these will be provided. Attendees will be instructed on how to remove masks carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Ventilation</u> When selecting the appropriate meeting room, care should be given to ensuring that the facilities can be ventilated i.e. by having plenty of windows.</p> <p><u>Attendees</u> Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time.</p>	<p>The meeting room layout will have all seating at least 1m apart with no person directly facing anyone else within 2m.</p> <p>When moving about the Hall masks should be worn in line with Government Guidelines. When seated masks may be removed, subject to the windows being open, although individuals may continue to wear masks if they wish.</p> <p>Subject to the temperature being suitable for a meeting, the windows will be opened. If it is too cold to have the windows open then masks should be worn.</p> <p>Supporting documentation for any item likely to be lengthy will be circulated in advance.</p>	<p>Clerk</p> <p>All</p> <p>Clerk</p> <p>Chair/ Clerk</p>		
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