

NORTH CAVE PARISH COUNCIL

RISK ASSESSMENT

SUBJECT: Use of Village Hall, Westgate

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Council staff • Councillors • Visitors to the Hall • Vulnerable groups – elderly, pregnant ladies, those who have underlying health conditions • Anyone else who physically comes in contact with the Council. 	<p><u>Hand washing</u></p> <p>Hand washing facilities with soap & water in place.</p> <p>Drying of hands with disposable paper towels.</p> <p>Council staff encouraged to protect skin by applying emollient cream regularly.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p><u>Cleaning</u></p> <p>Cleaning and disinfecting objects and surfaces that are touched, particularly in areas</p>	<p>Councillors & residents can bring own table / chair / (but not essential) tissues / paperwork / mask for own protection.</p> <p>Council staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also 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.</p> <p>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</p>	<p>Attendees</p> <p>Clerk</p> <p>Clerk</p>		

		<p>of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p>Social Distancing - In line with Government guide lines</p> <p>Social distancing – reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in following the meeting, they will be advised to follow the stay at home guidance.</p> <p>If advised that a member of council staff or public has developed Covid-19 who recently attended a meeting the Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Names/Addresses/contactable 'phone No. of attendees will be requested for Test & Trace purposes</p>	<p>Checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>Council staff to be reminded of the importance of social distancing both in the venue and outside of it.</p> <p>Internal communication through the Clerk, Chairman & Vice Chairman will be carried out regularly to reassure and support Councillors in a fast-changing situation. They will give support if a Councillors family member is affected.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk, Chair & Vice Chair</p> <p>Clerk</p>		
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		<u>No more than 30 persons are allowed to attend a PC meeting</u>	It would be advisable for attendees to stagger the times of attending the meeting (prior to 7pm) to ensure the 2-metre social distance role applies.	Attendees		
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Prepared by: Mrs S. Malton – Clerk N.C.P.C.

Date: 2 September 2020

