

Foston and Scropton Parish Council Risk Assessment for Groups using the Parish Hall and Parish Council Meetings

Last updated May 2021

What are the Hazards?	Who might be harmed	What is being done to prevent the risk	Ongoing info	By?	When
Track and Trace Spread of Covid 19	Instructors Attendees Cllrs Workers	QR code available Hirers to sign in attendees & gain contact information Hirer to contact all attendees if an attendee tests positive for Covid	Ongoing reminders to hirers via email and verbally	Clerk hirers	Ongoing
Handwashing	As above	Provide water, soap and drying facilities at wash stations Provide information on how to wash hands properly and display posters	Handwashing facilities available Hirers to provide wipes sanitiser etc	Clerk hirers	Ongoing
Attendees not observing social distancing rules	As above	monitoring and supervision in place to ensure people are following controls put in place e.g, following one-way systems, keep 2 meters apart, wear masks	Signs to mark out entry and exit Chairs placed 2 metres apart Hirer to remind attendees Posters in place Number of attendees limited to 6 unless authorised by a governing body	Clerk Hirer	Ongoing
Venue Hygiene	As above	All areas to be wiped down before and after class by hirer including chairs, surfaces, door handles etc Doors windows to be opened for ventilation Toilet – follow 6 steps procedure	Cleaning equipment supplied by hirer or if unable by Clerk Clerk to be informed if further equipment is required Poster reminders	Clerk hirer	Ongoing

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Personal hygiene	As above	Everyone to sanitise on entering the hall Masks to be worn Regular handwashing/disposable gloves	Verbal reminders by hirer Posters	Clerk Hirer	Ongoing
Face Masks	As above	Under government legislations everyone should wear a face mask unless they are exempt due to medical reasons	Verbal reminders by hirer Posters	Clerk Hirer	Ongoing
Parish Council meetings	As above	Parish Council meetings should be as short as possible with a maximum of 4 parishioners attending who will email the clerk to confirm booking. All attendees must adhere to the above guidance Clerk to wipe down touch points before and after meeting	Verbal and email reminders	Clerk	Ongoing