

Risk assessment

Name of assessor		Marion Fox Goddard			Date		May 13 th 2021					
Risk Assessment for: Physical Meetings including the public and other visitors at Fernwood Village Hall												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Covid 19 infection	Anyone who attends Employees Users of the building after the meeting	Covid 19 infection: All the Covid 19 symptoms listed on NHS website Possibility death	All attendees to follow Special Terms and Conditions , key points to remember being: <ul style="list-style-type: none"> Not to attend if showing any symptoms of Covid 19/been in contact with someone with symptoms/who has been diagnosed with Covid 19 QR code to be scanned on the NHS app on entry and register to be kept by the Clerk Sanitise on entry/exit All seats to be 2 metres apart Keep the windows open Keep the noise level down to avoid the need to raise voices. Village Hall Covid 19 Risk Assessment	4	5	20	Meet in the Main Hall where there is ample space to socially distance. (Max 26) Should the number of visitors exceed capacity, people to be let know that we cannot allow them to enter for public safety reasons. On invites and at the beginning of the meeting, remind all attendees to: <ul style="list-style-type: none"> sanitise/wash hands on entry/exit and during their time at the hall remain 2 metres apart from other attendees follow the one-way system let the Clerk know if they are diagnosed with Covid 19 within 10 days of attending the meeting including taking a Covid 19 test if showing symptoms. Wear a face covering unless they are speaking All Councillors and the Clerk to sign the Special Terms and Conditions Clerk/Councillors to: <ul style="list-style-type: none"> sanitise the building after use, (chairs, tables, door plates, toilet – anything touched) set chairs/tables out in a horseshoe shape to avoid people facing each other not share lifts take/consider taking a lateral flow test before attending Should Covid 19 infection rate significantly increase in the Newark area, consider suspending meetings.	2	5	10	Parish Clerk/ Councillors	Ongoing
Review date	July 2021			Signature			<i>Mfoxgoddard</i>					