

	Hazard	Who might be at risk	Risk rating	Action required to reduce risk
Transmission of COVID-19	Transmission of COVID-19 between Councillors and or the Clerk.	Councillors and Clerk	L	<p>Contactless temperatures will be taken of all Councillors and the Clerk before being allowed into the hall, anyone with a raised temperature will not be into the hall.</p> <p>Alcohol gel to be provided at the entrance to the village hall, everyone to use it before entry to the hall.</p> <p>The Clerk and 1 designated Councillor to arrive 30 minutes before the meeting starts to set up the hall.</p> <p>Tables and chairs to be disinfected before the meeting.</p> <p>Door handles to be disinfected before the meeting.</p> <p>Windows and doors to be opened before the meeting to provide good ventilation.</p> <p>Remaining Councillors to arrive 15 minutes before the meeting to ensure they are in and seated before members of the public are allowed into the hall.</p> <p>Table to be set out to maintain 2m gap between facing councillors/clerk and 1.5m between adjacent Councillors/Clerk.</p> <p>Face coverings to be optional for Councillors and Clerk.</p> <p>Paper copies of correspondence must not be shared and any paper used must be taken home by the Councillor/Clerk that brought it with them. With the exception of documents requiring signatures.</p> <p>No food to be consumed during the meeting.</p> <p>Drinks if required should be bought with you, not shared and taken away by you at the end of the meeting.</p>
	Transmission of COVID-19 between members of the public, Councillors and/or the Clerk.	Members of the public, Councillors, Clerk	L	<p>Maximum of capacity of the hall is 30 people including Councillors and Clerk.</p> <p>All attendees will have a contactless temperature taken, anyone with a raised temperature will be refused entry to the hall.</p> <p>Attendees must either scan the QR code or their name and contact number will be recorded by either a Councillor or the Clerk.</p>

				<p>Clerk and 1 designated Councillor to set out the chairs to 2m social distancing, chairs to be disinfected sprayed and wiped. Designated speaking area to be set up for members of the public to speak from if they require to remove their masks to speak. Alcohol gel to be provided at the entrance to the village hall. All members of the public to wear a face covering unless in designated speaking area. Medical exemptions excluded; proof must be provided. No food to be consumed during the meeting. Drinks if required should be bought with you, not shared and taken away by you at the end of the meeting. No paperwork to be shared or handed out at the meeting.</p>
	Transmission of COVID-19 to other users of the village hall	Other users of the village hall.	L	<p>Chairs and tables to be disinfected as they are put away. Windows and doors to be closed after the meeting and door handles etc. to be disinfected after the meeting.</p>



Risk rating	
L	Low
M	Medium
H	High

DRAFT

RISK ASSESSMENT FOR: Car Park Risk Assessment for Barrow Cum Denham Parish Council			
Establishment:	Assessment by:	Signed:	Date:
1st Review Date Due :	Clerk Approval:	Signed:	Date: