

Hempstead Parish Council COVID-19 Risk Assessment for holding meetings at Hempstead Village Hall

	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned the hall or equipment used to standard required	Check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after the Meeting (e.g. tables, chairs, door and toilet handles)	Is required cleaning equipment provided by the hall, ask for it to be left out. Can we bring our own equipment?
Managing social distancing and especially people attending who may be vulnerable	People do not maintain 2m distancing or do not wear face masks when required	Advise the Parish Council members and any public attending that they must comply with social distancing as far as possible. Ensure that tables and/or chairs are spaced at least 2 metres apart and only use the main hall meetings. Limit numbers using toilets to one at a time.	Should we avoid the use of any room within the hall, except the main hall and toilets? Are vulnerable Council members confident that adequate social distancing will be in place?
Respiratory hygiene	Transmission to other members of the Parish Council and public attendees	Catch It, Bin It, Kill It. Encourage people to avoid touching mouth, eyes and nose. Provide tissues and ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins as required. Consider the use of face masks.
Hand cleanliness	Transmission to other members of the Council, public attendees and premises	Advise the Council and public to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other Parish Council members, public attendees and premises	Follow hall instructions. Move person to safe area, obtain contacts and inform cleaner/hall committee.	