

GOXHILL PARISH COUNCIL RISK ASSESSMENT

LOCATION	Goxhill Memorial Hall									
PERSONS AT RISK	Councillors, Council staff and Members of the Public attending Council Meetings									
DATE OF ASSESSMENT	28/04/21		PROPOSED DATE OF NEXT ASSESSMENT			22/06/21				
NAME OF ASSESSORS	J Lawtey		M Gathercole			Clerk to the Council – Vicky Haines				
SIGNITURE										
What are the hazards?	Potential Outcomes	Persons at risk	What are the current control measures?	Current Risk			What additional controls are required?	Residual Risk		
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Contact with people entering and leaving the building	Sickness and death	Councillors, Council Staff, members of the public	1. Access and egress from the building to be through the side entrance controlled by a councillor. No more than one person at a time in either direction. The door from the side room to the main building will be wedged open at all times to avoid unnecessary contact with the door surfaces. 2. Normal Fire Exits should be used in the event of a fire.	1	5	5	No further actions deemed necessary at this time	1	5	5
Contact with people and materials whilst in the building – General.	Sickness and death	Councillors, Council Staff, members of the public	1. Hand sanitiser available at the side entrance to be used by all people entering the building. 2. Facemasks to be worn by all persons entering and when in the building unless exempt. 3. 2 metre rule to be applied and observed at all times by all people in the building. 4. Windows will be opened to provide a flow of fresh air in the building. 5. Toilets will be in use during the meeting but restricted to one person at a time. Toilets will be wiped down prior to and following all meetings.	1	5	5	No further actions deemed necessary at this time	1	5	5
Contact with people and materials whilst in the building – Seating	Sickness and death	Councillors, Council Staff, members of the public	1. Designated members of the council will lay out tables and chairs in a specific order to enforce the 2 metre rule. Councillors will be sat at tables, members of the public will be in distanced chairs. 2. Councillors setting up the room and storing equipment on completion will wear disposable gloves. 3. Tables and chairs will be wiped down with antiseptic wipes before and after use. 4. Numbers of people will be restricted based on the number of seats available when set out according to the 2 metre rule.	1	5	5	No further actions deemed necessary at this time	1	5	5
Contact with people and materials whilst in the building – Food and drink	Sickness and death	Councillors, Council Staff, members of the public	1. With the exception of personal bottle of water, no food or drink is to be brought or consumed in the Hall during meetings. Anyone bring a bottle of water is responsible for removing it from the building at the end of the meeting.	1	5	5	No further actions deemed necessary at this time	1	5	5

Contact with people and materials whilst in the building – Documentation and Information	Sickness and death	Councillors, Council Staff, members of the public	1. The Clerk of the Council will record the names of all persons attending each meeting for Covid Track and Trace purposes. The information will be held for 21 days and then destroyed. Information is to be stored iaw GDPR. 2. The Clerk will provide Councillors with prior information regarding conduct during the meeting. 3. The Chair will brief members of the public on conduct prior to the start of the meeting. The Chairman will remind all present that people should exit the building in an orderly manner maintaining the 2 meter rule. A member of the council will control the movement of people as they leave the meeting. 4. No paperwork will be provided at the meeting, Councillors will be provided with all necessary documentation prior to the meeting. If a Councillor brings paperwork to the meeting they are responsible for removing it after the meeting and should not share it with anyone else.	1	5	5	No further actions deemed necessary at this time	1	5	5
Cleanliness and waste disposal	Sickness and death	Councillors, Council Staff, members of the public	1. A waste bin with a double rubbish bag will be provided at the front entrance for used disposable gloves, antiseptic wipes and face masks. The bag is to be secured and suitably disposed of following each council meeting. 2. Members of the council will wipe down all surfaces likely to have been touched by Councillors or members of the public, including but not confined to, chairs, tables, doors, toilets, before and after the meeting.	1	5	5	No further actions deemed necessary at this time	1	5	5
Number of people in the Memorial Hall for the meeting			1. To meet the requirements of the 2 metre rule there is a specific seating plan for Councillors, Ward Councillors and Members of the Public. The maximum number of members of the public that can be accommodated in the hall is 21 with 15 council members. 2. People entering the building and leaving the building will be supervised by councillors to ensure social distancing is maintained. Members of the public will be seated according to a plan to ensure that they are seated furthest from the door on arrival and exit in reverse order.	1	5	5	No further actions deemed necessary at this time	1	5	5
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Acceptable: 1-8 (Low) – No further controls or instructions required

Tolerable: 9-14 (Medium) – Further controls should be considered and applied when reasonably practicable

Unacceptable: 15-25 (High) – Immediate reduction strategies required

Date of Change	By Whom	Details of Change	History
13.05.2021	J Lawtey	Current control measures highlighted in RED have been added at the request of the Memorial hall Committee.	
17.05.2021	J Lawtey	Current control measures highlighted in BLUE have been added at the request of the Memorial hall Committee.	