

**FRITWELL PPARISH COUNCIL MEETING**

**12<sup>TH</sup> JULY 2021 (7PM-9PM)**

**TO BE HELD IN FRITWELL VILLAGE HALL**

**Those Covered by this Risk Assessment.**

- All those who are involved in the preparation for, the running of and the aftermath of the Parish Council meeting held at the Village Hall on 12<sup>TH</sup> July 2021.
- All those who bring and remove items into the Hall in the furtherance of the event.
- All those who attend the Parish Council meeting

Time of Event	Risk	Action	Owner
Pre-Event	<ul style="list-style-type: none"> <li>• Members of the Parish council (including the clerk) who may be unaware un-aware of measures in place for their safety.</li> </ul>	<ul style="list-style-type: none"> <li>• This Risk Assessment and the Village Hall Risk Assessment to be provided in advance to all council members.</li> </ul>	Clerk
		<ul style="list-style-type: none"> <li>• Advertising of the event clearly states number limits and advises pre-booking of places through the Parish Clerk.</li> </ul>	Clerk / Chair
	<ul style="list-style-type: none"> <li>• Insufficient people to efficiently manage the risk assessment.</li> </ul> <p>Oversubscription to the event which would lead to social distancing being compromised</p>	<ul style="list-style-type: none"> <li>• Risk Assessment to be made available to all before entry.</li> </ul>	Clerk
		<ul style="list-style-type: none"> <li>• The Clerk to the Parish Council is responsible for production of the Risk Assessment and the chair of the Parish Council is responsible for review and approval.</li> </ul>	Clerk / Chair
		<ul style="list-style-type: none"> <li>• Number of individuals will be limited to 30 and all advertising for the even clearly states that numbers are limited.</li> </ul>	Clerk / Chair
		<ul style="list-style-type: none"> <li>• All advertising for the event includes a request to 'book in advance' through the Parish Clerk email address.</li> </ul>	Clerk / Chair

<p>Entry to Event</p>	<ul style="list-style-type: none"> <li>• Potential attendees without email</li> <li>• Possible pinch point compromising social distancing on entry and exit if several leaving at the same time.</li> <li>• Door handles, light switches in frequent use</li> <li>•</li> <li>• Lack of hand cleansing and good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Where an email is not available Names and telephone numbers / addresses will be recorder upon entry.</li> <li>• Village Hall have a One-way management of people movement at the entrance in place via floor marking &amp; movement map for hirer/event organisers.</li> <li>• Village Hall have provided - Antibacterial wipes and sprays to allow cleaning of frequently used areas.</li> <li>• Hand sanitiser stations provided at entry point.</li> </ul>	<p>Clerk</p> <p>All</p> <p>All members of the Parish Council</p> <p>In Place</p>
<p>During the Event</p>	<ul style="list-style-type: none"> <li>• Social distancing not observed.</li> <li>• An infected person enters the Village Hall.</li> <li>• User develops symptoms or tests positive during or post event.</li> </ul>	<ul style="list-style-type: none"> <li>• Seating to be arranged in line with guidelines.</li> <li>• All attendees to be advised that chairs cannot be moved during the event unless it is to facilitate a bubble.</li> <li>• On-going visual monitoring through-out the even by the chair</li> <li>• Village Hall have in place - Stay at home guidance if feeling unwell on entrance door and in lobby.</li> <li>• Clerk to immediately warn Booking Secretary if someone becomes ill during an event or tests positive after being in the Village Hall.</li> </ul>	<p>All Parish Council</p> <p>Chair</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p>
<p>End of Event</p>	<ul style="list-style-type: none"> <li>• Social distancing compromised on exit.</li> </ul>	<ul style="list-style-type: none"> <li>• Remind attendees of social distancing.</li> <li>• Remind attendees that they should advise Clerk should they test positive within the next 14 days.</li> <li>• Open all exits (4)</li> <li>• Ask attendees to leave with their group by the exit closest to them.</li> </ul>	<p>Chair</p> <p>Chair</p> <p>All</p> <p>Chair</p>

		<ul style="list-style-type: none"> <li>• Monitor all exits.</li> </ul>	
Post Event	<ul style="list-style-type: none"> <li>• Contamination of equipment and / or surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• See Risk Assessment on Opening of the Hall - All areas of the hall to be cleaned in readiness for the next user.</li> </ul>	Parish Council (All)