

NAME OF GROUP: Hale Bank Parish Council

BUILDING NAME Hale Bank Youth Club

DATE RISK ASSESSMENT COMPLETED: May 2021

REVIEW DATE: TBC

COVID-19 Risk Assessment for our activity in the above building

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Undertaking Parish Council Meeting Hale Bank Parish Council.	Too many members attend.	Request form to be placed on Parish Council Website/Facebook page to enable those wishing to attend to complete and return a request. Places will be offered on a first come first served basis - numbers limited.	There are 8 Councillors and 1 Clerk. Numbers of the public will be limited to 10
Cleanliness of building and equipment, before and after use	The building has not been in use until the meeting and no cleaning prior to the meeting is provided by the leaser	Hand Sanitizer and Masks will be provided by Hale Bank Parish Council and the room will be cleaned by Clerk/Councillors prior to the meeting Public will be encouraged to use Hale Bank Parish Council website to view documents for the meeting. Clerk to produce hard copies 72 hours before meeting and place them in poly pockets to reduce contamination.	Attendees asked to provide their own pens/paper etc.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	Advise members / visitors they must comply with social distancing as far as possible and adhere with the signage on display. Limit the number of members of the public who attend	Seating to be spaced to ensure social distancing
Respiratory hygiene	Transmission to other members of our group	Visitors and members will be required to wear a mask and use of hand sanitizers will be encourage on entering and using the building. We will require our members to wear a face Display signage and encourage members/visitors to adhere to the instruction. No waste or litter will be left on site, members will take it home. On entering the building we will keep doors and windows open for good ventilation.	

Someone falls ill with COVID-19 symptoms	Transmission to other members of the meeting	A record will be kept of attendees (visitors will be asked for contact details when requesting a place at the meeting in case of positive contact.	The collecting of personal data must be kept safe and secure. Tell members of the public why it is being collected. Comply with good data protection practices.
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