



# Newbold Astbury cum Moreton Parish Council

## Re opening of Village Hall for Parish Council Meetings

### Risk Assessment

The Government recently announced that public places can reopen 4 July 2020 and subsequently produced guidance offering “practical advice on how these can be reopened and managed effectively to enable their use while minimising the transmission risk of COVID-19”. The guidance is available at:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

The guidance includes a requirement to “carry out an appropriate COVID-19 risk assessment”. It is made very clear that “Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law”. On that basis, this Risk Assessment takes each of the Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place in the context of the Village Hall in Astbury.

| Key Principle                            | Government Guidance   | Assessment  | Conclusion   |
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| General Government guidance on reopening | <b>Minimise contact with individuals who are unwell:</b><br>Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household. | All members are aware of the situation and government guidelines. | The communication to Councillors has been made and members of the public on arrival. |

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|  | <p><b>Clean your hands often:</b> Sanitiser should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets and kitchens.</p> <p><b>Respiratory hygiene:</b> Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.</p> <p><b>Regular cleaning of surfaces that are touched frequently:</b> including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.</p> <p><b>Maintain social distancing where possible:</b> Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1metre plus other mitigation measures.</p> |  |  |
| <p><b>Social Distancing, capacity and track and trace at Village and Community Halls</b></p> | <p>The size and layout of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In order to achieve social distancing requirements, as far as possible, managers will need to work out the capacity of rooms and set limits on</p>  | <p>The Parish Council have measured the main Hall excluding the committee room and will maintain social distancing at 2 metres for all Councillors and the Clerk plus the Ward Councillors (unless from the same household).</p> | <p>The Parish Council have put in place social distancing measures to support Government guidelines.</p> |

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|                               | <p>the number of people permitted to use a particular hall or room at any one time. As a starting point, this might be around one quarter of the seating or (for non-seated activities, dancing) capacity set for fire safety purposes or the size of the room in square metres divided by 4 (the answer may not be the same, because the fire capacity is usually based on the number of fire exits). As this method will be based on individuals attending, rather than groups of people from the same or no more than 2 households, this offers a cautious approach. Different layouts will allow different capacities.</p> <p>Community facilities which are COVID-19 secure will be able to hold more than 30 people, subject to their own capacity limits. However, where gatherings have more than 30 people, the Government guidance says “those operating venues should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.</p> | <p>There will be provision for the public attending but there will be a maximum number allowed and if this figure is reached the public will be turned away but the Clerk will enquire of their concerns/ enquires to raise on their behalf in the forthcoming meeting.</p> <p>There will be a limit of 30 people in attendance.<br/>Doors and windows will be kept open where possible.</p> |   |
| <p><b>Track and Trace</b></p> | <p><b>NHS Test and Trace:</b> All groups are asked to assist NHS Test and Trace by keeping a temporary record of</p>   | <p>The members of public will be asked to produce their name and</p>   | <p>The information will be collated on arrival by the Clerk and retained for 21 days.</p> |

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|  | <p>who attends for 21 days and to provide that data to NHS Test and Trace if needed. (It is not compulsory for people to provide information but could help contain outbreaks).</p>  | <p>postcode on arrival which the Clerk will retain for 21 days. This information will already be held for the Parish Councillors</p>   |   |
| <p><b>Exit and Entrance points</b></p> | <p>Implementing a one-way flow in and out of the premises should help avoid congestion, particularly where multiple activities are held at the same time. Usually entry would be via the main entrance, with people leaving via fire exits. For security, fire exits would need to be closed by the last person to leave the building, who then leaves via the main entrance. Appropriate signposting will be needed. Any changes to entrances, exits and queues should, however, consider the needs of those with physical disabilities. It may not be possible to implement one-way flow internally, as people may have to cross an entrance hall to reach the toilets or kitchen, so it may be necessary to stagger access to such facilities e.g. a longer interval.</p> | <p>The Parish Councillors and the public will enter through the main entrance and leave through the fire exit side door in the main hall. The Parish Councillors will wait in their cars or outside and enter individually to avoid congestion at the main door. The public will be asked to wait outside until the Parish Councillors are seated. When the meeting closes (or when the public chose to leave) they will leave individually and one at a time.</p> | <p>Socially distancing will be maintained on arrival and when leaving the meeting.</p>        |
| <p><b>Face Coverings</b></p>           | <p>If possible, a face covering should be worn in enclosed public spaces where social distancing is not</p>  | <p>This is at the persons discretion on whether to wear a face mask as</p>   | <p>The face mask will have to be supplied by the individual and worn at their discretion.</p> |

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|   | <p>possible and where the public may come into contact with people they do not normally meet. (Face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly).</p>   | <p>socially distancing measures will be in place.</p>  |  |
| <p><b>Cleaning and encouraging good hygiene</b></p> | <ul style="list-style-type: none"> <li>• Provide sanitizer for hirers to put out at every entrance/exit and in meeting rooms.</li> <li>• Advise hirers bringing or using their own equipment which is stored at the hall that they will need to clean this for each session and before stowing it away, or ask their group members to bring their own clean equipment and avoid sharing it. Require each hiring group to clean surfaces that their group might use <b>before</b> their own users arrive, to clean regularly used surfaces such as tabletops and sinks during the hire and to clean them again before they leave. Hirers could be asked</li> </ul> | <p>The Clerk will ensure hand sanitiser is available on entering and leaving the premises. All members of the public and Councillors will utilise the facilities.</p> <p>The laptop and projector will be provided by the Parish Council and therefore sanitised.</p> <p>The VH will clean the seats and table upon arrival and the Parish Council will clean furniture when leaving. The Clerk will ensure anti-bacterial wipes are available. The PC will set up the room but will not replace furniture when leaving. (It is noted the seats are upholstered and not plastic)</p> | <p>Communication has been carried out with the Councillors and the guidelines will be followed</p> |

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|  | <p>to sign a record sheet confirming e.g. "I have cleaned before leaving all surfaces used in the rooms used during hire", with the time.</p> <ul style="list-style-type: none"> <li>• <b>Use of toilets:</b> Inside toilets do not have to be made available to the public (which may conflict with safeguarding requirements and social distancing) or kept open when the hall is not in use. It is not compulsory for any public toilets (eg serving playing fields) to be opened but where they are Government Guidance for public toilets should be followed.</li> </ul> | <p>If the toilets are used, they will be cleaned after use by the individual.</p> | <p>Each individual will clean the toilet, taps and door handles after use.</p> |
| <p><b>Procedures if someone becomes unwell with COVID-19</b></p> | <p>A space should be designated into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms until transport home or to hospital is available.</p>   | <p>The correct actions will be followed as advised</p>                            | <p>Due care and attention will be followed.</p>                                |

**Conclusions – NBACM believe that all necessary steps have been take to hold a meeting in the Village Hall .**

**This Risk Assessment will be updated as necessary.**

**Signed;**

**Julie Mason CLERK**

**Date ;**

**Meeting held**