



## Lostock Gralam Parish Council Meetings Covid-19 Risk Assessment

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

**Name of Venue:** Church Hall, Station Rd & Other **Name of Risk Assessor/s:** L Sandison & M Venables

**Date of Risk Assessment:** 27/07/2021

What are the hazards?	Risk Level	Who might be harmed?	Controls -	What further action do you need to consider to control the risks?	Who will action the control?
<b><u>FACE TO FACE MEETINGS INDOORS</u></b>	MEDIUM	-Parish Clerk -Councillors -Members of the Public -the Venues other hirers	-ask those feeling unwell to stay away -hand sanitiser on entry -Social distance -Open windows/doors to ensure good ventilation. -No shared papers -Track and trace -optional take a lateral flow test prior to attending	-Use government guidelines.	-The Parish Council Clerk
----- -Anyone feeling unwell or with a raised temperature should not attend any Face to Face meetings. -----	HIGH	----- -Parish Clerk -Councillors -Members of the Public -the Venues other hirers -the Venues -----	----- -difficult to control A symptomatic COVID attendees. -----	----- Signage at venue entrance reminding attendees to not enter if they feel unwell or have a raised temperature. -----	----- -The Clerk -----
----- Getting or spreading coronavirus by not washing hands / using hand sanitiser -----	LOW	----- -Parish Clerk -Councillors -Members of the Public -----	----- -Provide hand sanitiser at the venue entrance. -----	----- -Signage at venue entrance asking all people entering the building to use the hand sanitiser provided. -----	----- -The Clerk -----
----- Seating for members of the public and councillors -----	LOW	----- -Parish Clerk -Councillors -----	----- -Seating will be placed 2m apart. -----	----- ----- -----	----- -The Clerk -----

----- Face Coverings	----- LOW	----- -Members of the Public ----- -Parish Clerk -Councillors -Members of the Public	----- - Arranging seating so people are not facing each other directly. ----- -optional for the public and councillors	----- -Government guidelines suggest using face coverings in busy places and on public transport	----- -The Clerk will not enforce facemasks
----- Papers / Additional Information / Pens / Equipment	----- LOW	----- -Parish Clerk -Councillors -Members of the Public	----- - No Papers, Pens or equipment will be shared amongst Cllrs and members of the public.	----- -Appendices will be emailed to Cllrs in advance.	----- -The Clerk
----- Airflow and Capacity	----- MEDIUM	----- -Parish Clerk -Councillors -Members of the Public	----- -Windows and doors will be opened (weather permitting) to allow good ventilation).  -The meeting venue will be of a good size to allow for social distancing of 2m.	----- Windows will be open May-September.  The side fire exit door can be used as an exit to allow a one way system.	----- -The Clerk.
----- NHS QR Code (Track & Trace App)	----- LOW	----- -Parish Clerk -Councillors -Members of the Public	----- Those attending can scan QR barcode instead of leaving contact details	----- Do not attend if you have been asked to isolate by NHS Track and Trace	----- -The Clerk
----- Lateral Flow Test	----- LOW	----- -Parish Clerk -Councillors -Members of the Public	----- -optional for the public and councillors prior to attending	----- -twice weekly testing is recommended to help stop the spread of the virus.	----- The Clerk will not enforce lateral flow tests to be taken.