

Covid-19 Risk Assessment Hernhill Parish Council for face to face parish meetings

Clerk or nominated person to open up hall and ensure all touch facilities are cleaned before opening the hall and upon exit of the hall

Space tables and chairs at 2m intervals

Consider one way system, One for entrance and opposite side for exit

Provide hand sanitisers and kitchen rolls for use on entrance

Clerk to note details of attendees for track and trace purposes. If advised of Covid-19 infection by attendee within 7 days of the booking, the clerk or other nominated person to inform the booking clerk admin@hernhillboookings.net with details immediately.

Ensure attendees are clear on rules regarding symptoms and self-isolation. Clerk or nominated person to ask attendees on entering to confirm that they are not suffering from Covid symptoms and have not been in close contact with anyone showing symptoms or testing positive in the last 7 days.

Consider ventilation through the opening of windows/doors

Use of masks unless addressing the meeting or exempt

Avoid sitting directly opposite someone

Take it in turns to use confined spaces such as the toilets

Main hall to be limited to 25 persons at any one time

Attendees to wipe down own chairs with supplied antiviral wipe before leaving supplied by the Parish Council and put their own chairs away

Clerk or nominated person to ensure that any tissues/hand towels/rubbish is disposed off and removed from the hall.