

Risk assessment template

Company name: **Ouston Parish Council**

Assessment carried out by: **Lisa Blondrage**

Date of next review: **21st June 2021**

Date assessment was carried out: **8th May 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission of Covid	Meeting Attendees	<p>Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself</p> <p>Staggering arrival and exit times for staff, councillors and members of the public</p> <p>Placing seating at least 2-metres apart</p>	Socially distanced queue to enter.	<p>Clerk</p> <p>All Participants</p> <p>OCA</p>	<p>On the date and time of meeting</p> <p>On the date and time of meeting</p> <p>Prior to meeting</p>	

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		<p>Ensuring everyone wears face masks</p> <p>Holding paperless meetings</p> <p>If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers</p> <p>Arranging seating so people are not facing each other directly</p> <p>Choosing a venue with good ventilation, including opening windows</p>	<p>Clerk to email prior to meeting</p>	<p>Clerk</p> <p>Clerk</p> <p>OCA</p> <p>Parish Council and OCA</p>	<p>On the date and time of meeting</p> <p>Prior to meeting</p> <p>72hours before meeting</p> <p>Prior to meeting</p> <p>Prior to meeting</p>	

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		<p>and doors where possible</p> <p>Choosing a large enough venue to allow distancing. This may mean choosing a different venue to what the council used before.</p> <p>The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example,</p>	<p>Clerk to arrange Zoom meeting in addition and share link and password.</p>	<p>OPC</p> <p>OPC and Clerk</p>	<p>Prior to meeting</p> <p>Prior to meeting</p>	

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		<p>could meetings be live streamed or could members of the public submit questions via email? (The public has a right to attend meetings but if the maximum capacity of your venue has been reached, any further public attendees should be asked to leave the meeting for safety sake and compliance with current regulations)</p> <p>If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance</p>		OCA	Prior to meeting	

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		<p>in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a test and trace procedure</p> <p>Venues must conform with the government guidance for multi-purpose community facilities and for council buildings.</p> <p>The council must understand and ensure it is acting in compliance with the latest Government 'safer workplaces' guidance</p>		<p>OCA</p> <p>OPC & Clerk</p>	<p>Prior to meeting</p> <p>Prior, during and after meeting</p>	

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

