**Stapleford PC – COVID-19 Risk Assessment for face-to-face meetings in Jubilee Pavilion (Main Hall)**

**Date: 2 June 2021**

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| **Subject**  | **Risk Identified**  | **H / M / L** | **Management or Control of Risk**  | **Review / Assess / Recommendations** |
| Transmission between individuals  | Transmission from attendance of individual with pre-existing symptoms | M | Meeting attendees must take personal and collective responsibility and ensure that they do not come to meetings if exhibiting symptoms | Adequately controlled |
| Transmission from a suspected or confirmed case of COVID-19 at the Pavilion | M | If there is reported case at the Pavilion within the previous 72 hours the meeting will be cancelled or relocated to an alternative venue. If a cluster of cases has been reported then the Clerk to confirm that cleaning has been undertaken following guidance from Public Health England prior to confirming future meetings to proceed. | Adequately controlled |
| Possibility of infection from other individuals on site | L | Maintain 2 metre social distancing wherever possible, including arriving and departing from the meeting. QR Code is provided at Pavilion entrances for those using NHS COVID Phone App.Clerk will maintain a record of all attendees and their contact details for a period of 21 days after the event. Attendees reminded to inform Clerk if they develop symptoms or have a positive test result within 10 days of their attendance at a meeting. | Adequately controlled |
| Cleaning of touch points | Possibility of infection from surfaces and doors  | M | The Pavilion is professionally cleaned once per week. Hirers are asked to clean surfaces after their event. Wipes and cleaning materials provided.Doors to be wedged open to reduce need to touch handles on entry. | Adequately controlled |
| Venue / booking management | Inappropriate monitoring and failure to properly implement controls | L | Clerk will take responsibility for overseeing measures and behaviours. Clerk will act as key holder so no attendees will be able to access the venue before their arrival or stay after the Clerk has left. | Adequately controlled |
| Venue capacity | Greater number of attendees than space can adequately accommodate | L | The Pavilion has seated capacity up to 28; if attendance exceeds this then additional members of the public will be asked to stand outside. | Clerk to maintain awareness of numbers |
| Area specific measures for social distancing and infection control    | Car park and access to the building | L | Attendees encouraged to maintain social distancing wherever possible, and reminded before leaving venue. | Adequately controlled |
| Entering the Pavilion | M | One way system to reduce opportunities for chance interaction with other attendees. Masks to be worn on entrance and exit until seated at socially distanced seating. | Adequately controlled |
| Pavilion Main Hall | M | Room capacity has been reviewed and tables and chairs will be arranged to allow for social distancing. Attendees to be reminded as necessary not to move chairs. Hand sanitiser available on entrance to room to clean hands after touching common touch points | Adequately controlled |
|   | Toilets | L | Toilets at the Pavilion are operating as single occupancy at this time | Adequately controlled |
| Hand cleanliness | Transmission through poor hygiene practices | M | Hand sanitisers available on entrance to Pavilion for use of attendees. | Adequately controlled |
| Room ventilation | Transmission through poor ventilation | M | Windows and doors to be opened to create appropriate ventilation | Adequately controlled |
| Distancing | Tasks that require proximity that makes physical distancing difficult | L | Face masks to be used in situations where a 2 metre distance cannot be maintained. | Adequately controlled |
| Understanding | Measures adopted may not be properly understood, accepted, or practiced by attendees | M | Clerk to remind meeting attendees of measures in place. Additional information to be included alongside published meeting agenda. Risk assessment to be published on Stapleford PC website.Concerns regarding measures or behaviour within the venue to be raised in first instance with the Clerk. Escalation possible to Chairman of the PC. | Post risk assessment on websiteCovid information added to meeting agenda |
| Emergency evacuation | Reduction in social distancing | L | In an emergency situation the need to evacuate is judged to pose a higher risk to attendees than exposure to others. In the event of a fire alarm, 2 metres separation can be reduced whilst exiting the building and all doors will be available for exit. Leave the building from any emergency exit and follow the signs to the muster point. Resume practising physical distancing once outside the building. Anyone assisting in an emergency incident should use sanitation measures immediately afterwards including washing of hands | Adequately controlled |
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| **Recommendation: All risks appropriately considered and measures in place to control. Parish Council face-to-face meetings able to proceed in the Main Hall at Stapleford Jubilee Pavilion.** |  |