

KINLET PARISH COUNCIL.

RISK ASSESSMENT

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Return to Village Hall for

'Face to Face' Parish Council Meetings.

Prior to the commencement of Meetings in the Village Hall, it is necessary that the following points be answered in the affirmative:-

1. There is adequate car parking for cars at distance from each other. (Avoid close contact upon arrival)
2. Entrance and exit to the Hall are by separate doors (to enable social distancing to take place)
3. Hand sanitiser is provided for those entering the meeting room (touching door handles is a risk area, unless doors are fixed open)
4. A free-flow of air is provided either by open windows or doors.(Keep atmosphere clear)
5. Seating is placed at least 2-metre apart. (Social distancing)
6. Face Masks are to be worn at all time - unless medically exempt. (Help prevent spread of germs)
7. Paperwork shall be kept to a minimum – people should be discouraged from sharing. (avoid passing of germs on paperwork)
8. Seating will be arranged so that people are not facing each other directly.(Social distancing)
9. Chairs need to be of a cleanable surface. If material - to be sprayed with antibacterial disinfectant spray before use. (Help prevent spread of germs)
10. Confirmation has been received in writing from the Village Hall committee that they have complied with all the statutory requirements for opening a Village Hall to the public and completed a Covid 19 Risk Assessment)

NOTE:- 1.To enable these meetings to take place under current regulations they have been classed as 'business meetings' and as such become a 'workplace'

Approved 12/4/2021 (after confirmation from the Village Hall that all the necessary statutory regulations were in place)