

COVID-19 Risk assessment for meetings

Company name: Ringshall Parish Council

Assessment carried out by: Dave Smith

Date of next review: 18/11/20

Date assessment was carried out: 18/09/20

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
Getting or spreading COVID-19 by not washing hands adequately, or sanitising adequately at meetings	Employees Members Public	Follow the guidance on the NMCC risk assessment Employees and Members to provide their own sanitiser for meetings	Put in place monitoring to make sure guidance is followed Put up signs to remind to obey COVID-19 protocols Provide NMCC COVID-19 risk assessment to all meeting attendees	Clerk	29/09/2020	
Getting or spreading COVID-19 by not cleaning surfaces and equipment	Employees Members Public	Follow the guidance on the NMCC risk assessment	Define protocol for equipment handling and distribute to members	Clerk	29/09/2020	Done
Getting or	Employees		Define protocol for	Clerk	29/09/2020	Done

spreading COVID-19 due to handling papers and cheques	Members		signing papers and cheques, and handling other papers and distribute to members			
Contracting or spreading COVID-19 by not social distancing, or wearing face coverings	Employees Members Public	Follow the guidance on the NMCC risk assessment. Government rules on face coverings in community centres must be adhered to.	Provide NMCC COVID-19 risk assessment to all meeting attendees Remind attendees to adhere to all applicable government rules	Clerk	29/09/2020	
Poor meeting room ventilation leading to risk of COVID-19 spreading	Employees Members Public	Follow the guidance on the NMCC risk assessment	Attendees Meeting room to have windows and all doors opened where possible to improve ventilation – unless air-conditioning is being used, and that being set to non-recirculation.	Clerk	29/09/2020	
Track and trace	Employees Members Public	All attendees will give their contact details ¹ for NHS Test and Trace purposes		Clerk Or Venue	29/09/2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk
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¹ These will be managed in accordance to the GDPR, and NHS Test and Trace rules.