



Fowlmere Parish Council

COVID-19 Risk Assessment for use of Pavilion Room

Areas assessed: Pavilion Room - Fowlmere Village Hall

Date assessed: 6th May 2021

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 Village Hall	M	If VHMC informs Clerk that there has been a reported case within the previous 72 hours the meeting will be cancelled or relocated to an alternative venue. If VHMC reports a cluster of cases then 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	To maintain 2 metre social distancing wherever possible, including arriving and departing from the meeting. Venue measures are provided below. QR Code is provided at Village Hall entrance for those using NHS COVID Phone App. Clerk will maintain 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 2 days of their attendance at a meeting.	Adequately controlled
Cleaning of touch points	Possibility of infection from surfaces and doors	M	Fogging equipment used to regularly clean Pavilion Room. Wipes and cleaning materials provided for discretionary use by users. 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 they have left.	Adequately controlled
Venue capacity	Greater number of attendees than space can adequately accommodate	L	The Pavilion Room has seated capacity for 9 council members and up to 8 members of the public; 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 Village Hall	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 Room	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 Village Hall are operating as single occupancy at this time	Adequately controlled
Hand cleanliness	Transmission through poor hygiene practices	M	Hand sanitisers available on entrance to Village Hall for use of attendees.	Adequately controlled
Room ventilation	Transmission through poor ventilation	M	Windows 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 when cannot maintain a 2 metre distance.	Adequately controlled
Understanding	Measures adopted may not be properly understood, accepted, or practiced by staff	M	Clerk to remind meeting attendees of measures in place. Additional information to be included as supplementary sheet alongside published meeting agenda. Risk assessment to be published on FPC website. Any concerns regarding measures or behaviour within the venue to be raised in first instance with the Clerk. Escalation possible to Chairman of the Council.	<ul style="list-style-type: none"> Place risk assessment on website 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

Recommendation: All risks appropriately considered and measures in place to control. Parish Council meetings able to proceed.