



HEWORTH WITHOUT PARISH COUNCIL COVID19 SAFE MEETINGS RISK ASSESSMENT

COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> • Council staff • Councillors • Members of the public 	<p>Have you checked the UK Government website to check the latest guidance?</p> <p>Lateral Flow tests Availability from the following website: https://www.gov.uk/find-covid-19lateral-flow-test-site</p> <p>You can collect such test kits from any of the following sites (information taken from City of York Council Website): Acomb Explore Library, Foxwood Community Centre, University of York York St John University and York Stadium Leisure Complex</p> <p>Your closest ones would be Boots the Chemist, Heworth Village and Boots the Chemist, East Parade – both just have them next to the till.</p>	<p>As these tests are now freely available anyone wishing to attend does not need to book. However, they must arrive with evidence of negative COVID19 Rapid Lateral Flow Test, taken no more than 72 hours before the start of the meeting. All attendees must have a negative test, regardless of vaccination status.</p> <p>All attendees will be asked to wear a face mask (exclusion for medical reason are permitted), and use the hand sanitiser upon entering the community centre, in line with their COVID19 risk assessment.</p> <p>Clerk will also have a supply of lateral flow tests for people to do at the door if so required – so that no member of public away will be turned away – it can then be their choice.</p>	Clerk to check all test results and advertise this condition of entry Issue LFT if required	Ongoing for each meeting	

		<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing procedures in place <p>See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-wayto-wash-your-hands/</p> <ul style="list-style-type: none"> • Drying of hands with disposable paper towels • Gel sanitisers in any area where washing facilities are not readily available 	<p>Attendees should be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-aboutcovid-19</p> <p>Signage to state that if an attendee of the meeting develops COVID-19 they must inform the Clerk of the parish, so that (if necessary after advised from Public health England) all attendees can be informed of the situation and advised to self-isolate.</p>	<p>Clerk to ensure Community centre signs are up and sanitiser available</p> <p>Clerk to have a signing in sheet for Track and Trace All Cllrs to help the Clerk in this role</p>	<p>Ongoing for each meeting</p>	
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Produced by Heworth Without Parish Council on 18th May 2021