

<b>Risk Assessment: St Endellion Parish Council</b>		<b>Activity/Venue: St Endellion Parish Hall</b>		<b>PL29 3TP</b>					
<b>Persons at Risk: All attendees of Parish Council Meeting 12/7/2021</b>	<b>Risk: Covid-19</b>								
<b>Hazard</b>	<b>Risk identified:</b>	<b>Measures to Control Risk</b>	<b>Risk Rating</b>			<b>Additional Controls</b>	<b>Residual Risk</b>		
			<b>L</b>	<b>C</b>	<b>R</b>		<b>L</b>	<b>C</b>	<b>R</b>
Access: exterior of building	Social distancing not being observed	Social distancing floor markers at 2 metre spaces Cleaned after previous use	3	3	9	Supervision of personnel entering the building	2	2	4
Key safe	Cross-infection		2	3	6	Over 72 hours since use/check with hall manager	2	1	2
Entrance Hall	Confined space, difficulty in social distancing	Signage requesting single person entry	3	3	9	Supervision of personnel entering the building  Use of available hand sanitiser	2	2	4
Main Hall	Chairs, tables, door handles, light switches etc.  Printed material  Not wearing masks while moving around the hall	Thorough cleaning before use  Ensure plenty of ventilation  Hand sanitiser	3	3	9	Guidance on how to use the space  Printed material to be removed by attendees  Mask wearing while moving around the hall	2	2	4

<b>Risk Assessment: St Endellion Parish Council</b>		<b>Activity/Venue: Public Conveniences</b>		<b>PL29 3RW</b>					
<b>Hazard</b>	<b>Risk identified:</b>	<b>Measures to Control Risk</b>	<b>Risk Rating</b>			<b>Additional Controls</b>	<b>Residual Risk</b>		
			<b>L</b>	<b>C</b>	<b>R</b>		<b>L</b>	<b>C</b>	<b>R</b>
Toilets:	Confined space, difficulty in social distancing  Doors, door handles, light switches, taps etc.	Request single person use, if necessary  Thorough cleaning before use  Hand sanitiser	2	3	6	Cleaned in between use if practical	2	2	4
Hall Office	N/A								
Kitchen	N/A								
Store Cupboards	N/A								
Boiler Room	N/A								
Venue check-in	All attendees of Parish Council Meeting 12/7/2021	Supervised by Contract & Maintenance Officer  Record of all attendees to be retained for 21 days (in line with data protection legislation)  QR poster to be scanned by attendees for track & trace purposes  Temperature of attendees to be taken on arrival	3	3	9	Setting up, striking after the meeting & cleaning to be carried out by Supervised by Contract & Maintenance Officer	2	2	4

