



North Tuddenham Parish Council Meetings' Risk Assessment

RISK ASSESSMENT FOR HOLDING PHYSICAL MEETINGS				
Hazard	Risk	Risk – Low, Medium, High	Existing control measures	Additional Action Required (by whom)
Meetings – usually held in Village Hall	<p>Failing to escape in case of fire</p> <p>Access around doors, entrances and toilets obstructed.</p> <p>Risk of trip hazards</p>	M	<p>Fire Escape Instructions are displayed and confirmed at the beginning of each meeting by the Chair; Fire Exits checked by Clerk</p> <p>Access to toilets etc checked prior to the meeting</p> <p>Area checked by Clerk for trip hazards prior to the meeting</p>	<p>Any concerns to be brought to the attention of the Clerk or Chair</p> <p>RFO to ensure Public Liability Cover is in place</p>



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Access	General public, including elderly and disabled	M	Ensure steps and handrails are clean and firm Outside lighting works; wheelchair access available – Clerk to regularly check	Advise Clerk of any needs without provision
Covid-19 Specific	Danger/risk to health and safety of Cllrs, Clerk and Public	M	<p>PPE use ie masks mandatory;</p> <p>Chairs/desks to be 2m apart or 1m where 2m is not possible – Clerk to Check</p> <p>Paperless meeting where possible but should paper be necessary, no sharing of documents.</p>	<p>Follow advice on social distancing and use of PPE. Follow changing Government Guidance and update volunteers; review risk assessment regularly</p> <p>https://publichealthmatters.blog.gov.uk/2020/03/04/coronavirus-covid-19-what-is-social-distancing/</p> <p>Cllrs, Clerk and members of the public to thoroughly wash or sanitise hands upon arrival and regularly during activity (according to current official guidance</p> <p>Advise Clerk ahead of meeting if any additional copy documentation required</p> <p>Meeting to be adjourned at Chairman's request should numbers of public in attendance exceed safe limits or inhibit the practice of social distancing</p>



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			<p>Maintain adequate ventilation of Hall at all times</p> <p>Ensure adequate supply of hand sanitiser is available for use</p> <p>REFER TO RISK ASSESSMENT BY VILLAGE HALL FOR MORE DETAIL ON BUILDING SAFETY</p>	<p>Cllrs to advise Clerk of any concerns not contained herein</p>
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