

Risk Assessment

Company Name: North Hill Parish Council

Assessment carried out by: Mrs A Jones Parish Clerk

Date of next review: 12th October 20

Date assessment was carried out: 31st August 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
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>	<p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. Drying of hands with disposable paper towels. Gel sanitisers in any area where washing facilities not readily available Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Employees to 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. Posters, leaflets and other materials are available for display. Track and Trace will be in place. Please do not move the chairs as they will have been arranged to be socially distanced. To enter the Village Hall from the Main entrance and to leave via the Fire Exit door. Only one table will be available for the Clerk. To leave Chairs at the side of the hall once meeting has ceased</p>	<p>Everyone</p>	<p>14th September 20</p>	