

Risk assessment Bowland with Leagram Parish Council

Assessment carried out by: Claire Davies, Carol Griffin, John Weld-Blundell

Date of next review: N/A

Date assessment was carried out: 17/5/2021

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
Preventing the spread of covid 19. Exceeding the number of attendees who can socially distance	Those attending the public meeting and the AGM	Decision made re maximum number of attendees who can attend and still socially distance	The numbers attending will be monitored by the Clerk to the Parish Council so that the maximum number is not exceeded.	Lorraine Bacon, Clerk to the Parish Council	26/5/2021	
Preventing the spread of covid 19. Lack of ventilation	Those attending the public meeting and the AGM	The venue chosen is partially open to the elements-there is more than adequate ventilation	Nothing	N/A	N/A	
Preventing the spread of covid 19. The handing out of paper, pencils and refreshments	Those attending the Public meeting and the AGM	No paper or pencils will be distributed and no refreshments will be available.	Nothing	N/A	N/A	

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
Preventing the spread of covid 19. The use of the venue by previous users -necessity to clean.	Those attending the public meeting and the AGM	The venue will not have been used by anyone during the preceding 72 hours - cleaning not necessary	Nothing	N/A	N/A	
Preventing the spread of covid 19 Personal hygiene whilst present at the venue	Those attending the public meeting and the AGM	N/A	On the night of the meeting hand sanitisers will be available for use in the venue and soap/sanitiser and disposable towels will be available in the toilet.	Carol Griffin/Lorraine Bacon	26/5/2021	
Preventing the spread of covid 19 Movement of attendees in and out of the venue.	Those attending the public meeting and the AGM	The entrance to the venue is sufficiently wide such that a one way system is not necessary. Those attending will be encouraged to remain seated for the duration of the meeting.	Nothing.	N/A	N/A	