

**LITTLE CHEVERELL PARISH COUNCIL**  
**RISK ASSESSMENT FOR THE PARISH COUNCIL MEETING.**

1. Assessment carried out by: W.J. Parfitt, Chair of Parish Council.
2. Date assessment was carried out: 14 May 2021.
3. Location and date of event: Little Cheverell Village Hall, 19 May 2021.
4. Event: Parish Council Annual and Regular Meetings.
5. Hazards: Possible infection by Covid 19. Degree of hazard: slight if precautions are adhered to.
6. Who might be harmed: Public in attendance and Councillors.
7. Action already taken: Seating has been arranged two metres apart in the hall and the number of public who may attend has been calculated at five. Villagers have been informed of this by email and text and that the seating allocation is on a first come first serve basis by application to the Council Chair. They were also informed that all social mixing should be two metres apart and that face masks will be obligatory. Seating for Councillors will be arranged in advance of the meeting. All precautions will be in accordance with government guidelines.
8. Further action: Windows to the hall will be opened prior to the meeting to provide better ventilation. Sanitizing hand gel will be placed inside the main door. Villagers will be informed of this assessment by email, text and publication on the Parish council website.
9. Who will carry out further actions: Chair and Councillors.