



Stapeley Parish Councillors

Friday 22nd January 2021

Dear Councillors,

Re. Use of the Stapeley Community Centre by Cheshire Police

Further to our conversation regarding the use of the Community Centre during the Parish Council Meeting on Monday 18th January 2021, I wish to confirm the following.


1. The Stapeley Community Centre is intended to be used by the local PCSO and Police Officer. There will be no more than two persons in the building at any one time.
2. Police Officers will not meet with any member of the Public at the Community Centre due to Covid-19 regulations.
3. Police Officers are fully aware of risk assessments Re. entering any buildings during the Covid-19 Pandemic and will fully clean any areas/surfaces they have come into contact with using antibacterial wipes. This includes sanitising hands upon entry and exit.
4. Cheshire Police will be self-sufficient when sanitising hands and any surfaces they have come into contact with whilst in the building. As such, there will be no requirement for Parish Council to supply any personal protective equipment or cleaning agents.
5. If required, Officers will contact a member of the Parish Council to inform them when they have used the building to allow time between Police use and cleaning by contractors.

If you have any queries regarding the above, please do not hesitate to contact me.

Yours Sincerely

PC 4489 Marc Harley

Nantwich Police Station
Marc.harley@cheshire.pnn.police.uk
Tel. 101

 RHINO SAFETY		Risk Assessment for Covid-19	
Date of Risk Assessment / Review:		August 2020 / To be reviewed regularly in line with changes of government procedures.	
Completed by:		Rhino Safety Limited – Simon Walter CMIO SH – 01270 440341	

What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p><i>Who?</i></p> <ul style="list-style-type: none"> • Council • Visitors • Contractors • Hirers • Public • Others <p><i>Consequences</i></p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • Official government guidelines and recommendations are followed, and all relevant persons are briefed on the latest updates. • Correct PPE is worn in line with the above guidance and the work we conduct. • Hand sanitiser and hand washing facilities are provided, and anyone attending the premises encouraged to use these facilities regularly. • Signs are installed throughout the premises to remind people wash their hands and social distance. • Good hygiene practices are followed with increased cleaning conducted on all touch points and welfare facilities. • Persons with any symptoms are immediately sent home to self-isolate. • Physical interaction between Council Members is kept to a minimum, instead using remote communication methods where possible. • The 2m social distancing rule is adhered to if not possible then 1m with additional controls. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Persons regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitising facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium



What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
<p>Contracting or Spreading Covid-19</p>	<p>High</p>	<p>Who?</p> <ul style="list-style-type: none"> • Council • Visitors • Contractors • Hirers • Public • Others <p>Consequences</p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • If council members are required to attend the premises, this will be kept to minimum levels necessary. • If a face-to-face meeting is unavoidable, only essential attendees will be in the meeting, it will take place in a well-ventilated area, and no hand-shaking or other physical contact is permitted. Attendees will remain at least 2m apart where possible. • Pens, notebooks etc. must not be shared, whether between council members or with visitors. • Only essential visitors will be authorised to enter the premises (for example essential maintenance or cleaners). • Arrival and departure times will be staggered where possible, and gaps left between sessions where possible to allow people to disperse and cleaning to take place. • Hand sanitiser will be provided at the entrance to the premises. • The layout of the premises will be reviewed to ensure social distancing can be met. This may involve putting a one way system in if required. • Ventilation of the premises will be maximised, whilst still ensuring that nuisance noise is not emitted. • Toilets will remain in use but whilst numbers are limited in the hall, only the accessible toilet will be in use to enable 'one in, one out' usage. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Persons regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitising facilities are being provided and monitored for replenishment as required.</i></p>	<p>Manager</p>	<p>Ongoing</p>	<p>Medium</p>



What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> • Council • Visitors • Contractors • Hirers • Public • Others <p>Consequences</p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • Face coverings must be worn within the premises, unless exempted under government guidelines. • Hirers of the venue must conduct their own risk assessment for their activity. • Hirers of the venue must conduct track & trace, ensure social distancing, request no persons displaying symptoms attend and follow any government and/or industry guidance for their activity. • Hirers of the venue must sign and adhere to the specific Covid booking t&c's. 	<p>Continual monitoring to ensure these controls are adhered to.</p> <p>Persons regularly reminded to social distance.</p> <p>Monitor to ensure social distancing is being adhered to.</p> <p>Ensure hand sanitising facilities are being provided and monitored for replenishment as required.</p>	Manager	Ongoing	Medium

Useful links to help stay up to date with Covid-19 procedures and government guidance.

UK Government Covid-19 Website
<https://www.gov.uk/coronavirus>

The Health and Safety Executive Covid-19 Website
<https://www.hse.gov.uk/news/coronavirus.htm>

The World Health Organisation Covid-19 Website
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The National Health Service Covid-19 Website
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

