

Wickwar Parish Council

Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 3rd April 2021, via ZOOM, commencing at 7.00pm.

Attended:

Councillor S Isaac
Councillor A Carroll
Councillor C Maidment
Councillor G Fielding
Councillor A Pennington
Ward Councillor and Councillor P Trull

Apologies:

None

Clerk:

Mrs R Davis

Public time (20 minutes)

Four members of the public addressed the meeting.

A member of the public attended to ask about the impact of roadworks on the Downs Road on parents travelling to the school in Cromhall. Ward Cllr Trull offered to ask if the phase 2 total closure (14 weeks from 2nd August 2021) could be done with traffic lights. Another member of the public asked if road workers could be asked to use the toilet facilities provided. Ward Cllr Trull agreed to feed this back to South Gloucestershire Council.

A representative of Wickwar Environmental Action Group attended to explain more about the application for funding to be considered on the agenda (item 22).

A representative of Yate Heritage Centre attended to explain more about the application for funding to be considered on the agenda (item 21).

1.04.21 To RECEIVE apologies for absence.

None

2.04.21 To NOTE and RECORD Declarations of Interests relevant to this meeting.

Cllr Carroll declared a pecuniary interest in items 7.1 and 7.2 (planning application P21/01018/NMA and P21/01822/F 77 High Street Wickwar South Gloucestershire GL12 8NP). In accordance with Wickwar Parish Council's Code of Conduct Cllr Carroll did not vote on these items. See minute 7.1.04.21 & 7.2.04.21.

Cllr Trull declared a pecuniary interest in item 21 (grant application from Yate Heritage Centre). In accordance with Wickwar Parish Council's Code of Conduct Cllr Trull left the meeting for the item and did not vote on it. See minute 21.04.21.

3.04.21 To AGREE whether the minutes of the last meeting should be signed as an accurate record of the meeting.

It was proposed, seconded and RESOLVED to accept the minutes of the meeting held on Wednesday 3rd March 2021. They were duly signed onscreen (to be signed in hard copy after the meeting).

4.04.21 To determine which items, if any, of the Agenda should be taken with the public excluded.

No items required the public to be excluded.

It was proposed, seconded and RESOLVED to bring forward item 22 (To CONSIDER and take a DECISION on an application for Community Infrastructure Levy funding from Wickwar Environmental Action Group. (£3000)) so that the representative attending could listen to the discussion. See minute 22.04.21.

Planning

5.04.21 Planning - For the Council to NOTE the following planning decisions:

5.1.04.21 P21/00496/PNA Land Off Wickwar Road Yate South Gloucestershire BS37 6PA: Prior notification of the intention to erect 1 no. agricultural building for the storage of fodder and tools. **Refusal Prior Approval.**

5.2.04.21 P20/24140/F 32 Inglestone Road Wickwar South Gloucestershire GL12 8NH: Erection of two storey side extension to form additional living accommodation. **Approve with Conditions.**

5.3.4.21 P21/00714/F 101 Inglestone Road Wickwar South Gloucestershire GL12 8PH: Erection of single storey front extension. **Approve with Conditions.**

5.4.04.21 P20/10660/F Hill House Cottage Frith Lane Wickwar South Gloucestershire GL12 8PB: Construction 1 no. dwelling house, ancillary annex, pool house, detached garage and new access with associated works (Paragraph 79 House). **Refusal.**

5.5.04.21 P20/14123/F: 38 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of semi detached dwelling and associated works. **This application has now been withdrawn and no further action will be taken on it.**

5.6.04.21 P21/00358/F Building At The Bristol Mineral Works Limekiln Road Yate South Gloucestershire BS37 7QB: Installation of 2 no. batch-fed gasification biomass boilers. **Approve with Conditions.**

5.7.04.21 P21/00617/F 24 Turnpike Gate Wickwar South Gloucestershire GL12 8ND: Erection of 1.7 m fence. **Approve with Conditions.**

5.8.04.21 P21/00488/CLE: Horwood Farm Horwood Lane Wickwar South Gloucestershire GL12 8NU: Continued use of the property as a single independent dwellinghouse. **Approve Certificate of Lawfulness.**

5.9.04.21 P21/00436/F 2 Cowship Cottages Cowship Lane Cromhall South Gloucestershire GL12 8AY: Raising of roof and installation of 2 no. dormers to facilitate conversion of existing garage to annexe. Erection of 1 no. detached triple garage. **Approve with conditions.**

6.04.21 Planning – For the Council to NOTE the following comments on planning applications submitted by the Clerk with delegated authority.

6.1.04.21 P21/01160/F 7 High Street Wickwar South Gloucestershire GL12 8NE: Installation of air source heat pump. **Neutral.**

6.2.04.21 P21/01111/LB 7 High Street Wickwar South Gloucestershire GL12 8NE: External alterations to rebuild outbuilding wall and remove outbuilding tin roof and replace with slate tiles. **Neutral.**

7.04.21 Planning – For the Council to REVIEW and COMMENT on planning applications received before the meeting.

7.1.04.21 P21/01018/NMA 77 High Street Wickwar South Gloucestershire GL12 8NP: Non Material amendments to planning permission PK18/3166/F to increase the size of the window on the Eastern elevation, decrease the size of the rooflights and include an additional rooflight on the Northern pitch roof.

Cllr Carroll declared a pecuniary interest in this item and did not vote.

It was proposed, seconded and RESOLVED to submit a neutral response.

7.2.04.21 P21/01822/F 77 High Street Wickwar South Gloucestershire GL12 8NP. Erection of a single storey rear extension to form additional living accommodation.

Cllr Carroll declared a pecuniary interest in this item and did not vote.

It was proposed, seconded and RESOLVED to submit a neutral response.

7.3.04.21 P21/01133/F Saddleback Farm The Piggeries Bristol Road Cromhall South Gloucestershire GL12 8BA: Demolition of existing timber garage and erection of new Garage/store with glazed conservatory link to house.

It was proposed, seconded and RESOLVED to submit a neutral response.

7.4.04.21 P21/01803/F The Old School House 1 - 3 Station Road Wickwar South Gloucestershire GL12 8NB: Erection of a single storey rear extension with balcony to form additional living accommodation.

It was proposed, seconded and RESOLVED to submit a neutral response.

Cllr Fielding left the meeting.

7.5.04.21 P21/02019/F 7 Isaac Close Wickwar South Gloucestershire GL12 8FA Erection of a single storey rear extension to form additional living accommodation.

It was proposed, seconded and RESOLVED to submit a neutral response.

The Council considered the following applications received before the meeting (not on agenda):

7.6.04.21 P21/02180/F Langley House 57 High Street Wickwar South Gloucestershire GL12 8NP: Extension of existing outbuilding to facilitate conversion to home office.

It was proposed, seconded and RESOLVED to submit a neutral response and make the following comment. Wickwar Parish Council requests that a condition be imposed to ensure that the extended outbuilding is only used as a home office and not as a residential annexe.

7.7.04.21 P21/02180/LB Langley House 57 High Street Wickwar South Gloucestershire GL12 8NP: Extension of existing outbuilding to facilitate conversion to home office.

It was proposed, seconded and RESOLVED to submit a neutral response and make the following comment. Wickwar Parish Council requests that a condition be imposed to ensure that the extended outbuilding is only used as a home office and not as a residential annexe.

Items for decision

8.04.21 Items for CONSIDERATION and DECISION

8.1.04.21 To CONSIDER and take a DECISION on quotations for grass cutting contracts as follows:

- King George V Play Area and Wickwar Cemetery and closed churchyard March 2021 – Oct 2023, King George V Playing Field March 2021 – Oct 2023

It was proposed, seconded and RESOLVED to award the contract for mowing King George V Play Area and Wickwar Cemetery and closed churchyard March 2021 – Oct 2023 to DR Howse Services Ltd and request that the tree area at KGV is also included.

It was proposed, seconded and RESOLVED to award the contract for mowing King George V Playing Field March 2021 – Oct 2023 to Prestige Grounds, excluding the tree area at KGV.

8.2.04.21 To REVIEW and ADOPT the updated Risk Management Policy and risk register.

It was proposed, seconded and RESOLVED to adopt the updated Risk Management Policy and register (Apr 21).

8.3.04.21 To REVIEW and APPROVE the recommendations of the annual review of internal controls carried out by the Clerk, Cllr Fielding and Cllr Maidment.

It was proposed, seconded and RESOLVED to approve the recommendation of the annual review of internal controls to engage an external payroll provider to calculate salary payments (by July 2021).

8.4.04.21 To REVIEW and ADOPT the updated Data Protection and Information Policy and APPROVE related actions.

It was proposed, seconded and RESOLVED to adopt the updated Data Protection and Information Policy (Apr 21).

8.5.04.21 To ADOPT the updated Privacy Notice and associated consent forms required for compliance with GDPR (General Data Protection Regulation).

It was proposed, seconded and RESOLVED to adopt updated Privacy Notice and associated consent forms required for compliance with GDPR (General Data Protection Regulation) – Apr 21.

8.6.04.21 To ADOPT the proposed Document Retention Policy and APPROVE related actions.

It was proposed, seconded and RESOLVED to adopt the Document Retention Policy (Apr 21).

8.7.04.21 To ADOPT the proposed Health and Safety Policy.

It was proposed, seconded and RESOLVED to adopt the Document Retention Policy (Apr 21).

8.8.04.21 To APPROVE the Covid 19 risk assessment for use of the pavilion by Wickwar Wanderers Football Club from 29th March 2021.

It was proposed, seconded and RESOLVED to approve the Covid 19 risk assessment for use of the pavilion by Wickwar Wanderers Football Club from 29th March 2021. (See Appendix 1).

8.9.04.21 To CONSIDER and take a DECISION on requests from Wickwar Wanderers Football Club to access the pavilion changing rooms from 12th April at the earliest (as per FA guidance) and to extend the playing season and hold events in July and August 2021 at the King George V Playing Field.

It was proposed, seconded and RESOLVED to approve the requests to extend the playing season and hold events in July and August 2021 subject to Covid 19 guidelines at the time. It was further RESOLVED not to reopen the changing rooms in line with the Council's duty of care towards users, until Covid-19 restrictions are relaxed (anticipated to be 21st June 2021). To be reviewed on 17th May 2021.

8.10.04.21 To REVIEW the results of the consultation questionnaire on the proposed locations for four benches to be installed around the village and take a DECISION on proposed actions.

It was proposed, seconded and RESOLVED to seek licences from South Gloucestershire Council to install one bench on the Amberley Way Green by the footpath, one at the junction of Inglestone Road and Sodbury Road and one outside the Town Hall.

8.11.04.21 To CONSIDER and take a DECISION on a proposal to install two further picnic benches at King George V Playing Field following feedback from the benches questionnaire.

Additional locations to be considered by the CIL and S106 Working group (see 8.13.04.21).

8.12.04.21 To REVIEW the results of the consultation questionnaire carried out in December 2020 and take a DECISION on proposed actions.

Deferred to next meeting.

8.13.04.21 To CONSIDER and APPROVE the terms of reference for a CIL (Community Infrastructure Levy) and Section 106 working group to oversee development of appropriate CIL projects and planning for the proposed redevelopment of the pavilion at King George V Playing Field.

It was proposed, seconded and RESOLVED to approve the terms of reference for a CIL (Community Infrastructure Levy) and Section 106 working group.

First meeting date to be agreed at the next Council meeting.

8.14.04.21 To CONSIDER and take a DECISION on proposed contingency arrangements for holding Council meetings safely after 6th May 2021 when legislation allowing remote meetings expires.

Decision deferred to next meeting.

Items for information only

9.04.21 To NOTE the playground inspections for January - March 2021.

Noted.

10.04.21 To NOTE the cemetery inspections for February and March 2021 carried out by Cllr Carroll.

Deferred to next meeting.

11.04.21 To NOTE 26th April 2021 deadline for applications for the vacancy of Councillor - co-option.

Noted.

12.04.21 To NOTE the addition of the hand-crafted oak noticeboard for the cemetery and two additional recycled plastic benches to the Council's insurance schedule.

Noted.

13.04.21 To NOTE an update from the Clerk on the Ramblers 'Don't Lose Your Way' campaign to ensure that historic paths in the parish are registered for inclusion on official maps before the UK government deadline of 1st January 2026.

The Clerk advised the Council that the Ramblers are currently prioritising a list of 'lost paths' to register. Councillors will be advised when the list has been completed (within the next 12 months) and will determine what action, if any, is required then.

14.04.21 To NOTE an update from the Clerk on the separation of the governance and accounting arrangements for the King George's Field charitable trust from those of Wickwar Parish Council.

The Clerk advised the Council that advice has been sought from SLCC and the issue must be noted on the Annual Accounting Statement submitted to the external auditor along with an explanation. The aim is to complete the separation during the coming financial year.

15.04.21 To NOTE progress with repositioning the northern pedestrian gate on the Tyndale Reach Multi User Path to facilitate use by horseriders.

The Clerk will contact the site manager.

16.04.21 To NOTE the response from South Gloucestershire Council re the request for a pedestrian crossing to connect the Sodbury Road Multi User Path to Frith Lane.

The Clerk is still awaiting a response.

17. 04.21 To RECEIVE the register of correspondence received.

Received.

Reports

18.04.21 To RECEIVE a report from the Ward Councillor.

Cllr Trull reported that elections will take place for the West of England Mayor and the Avon and Somerset Police and Crime Commissioner on 6th May. Cllr Trull will request the consultation start date for the Wickwar Traffic Management Scheme from South Gloucestershire Council.

19.04.21 To RECEIVE verbal reports from Councillors who are Trustees or Committee members of the organisations listed below, and to take decisions as necessary:

19.1.04.21 King George V Playing Fields

Covered by other agenda items. No further report.

19.2.04.21 Wickwar Youth Club

Nothing to report.

19.3.04.21 Wickwar Community Centre

Cllr Trull reported that funding for a community defibrillator had been obtained from the REMR fund. The Management Committee is working on the outside area and meeting with Wickwar Out of School Club to discuss its plans. The committee is also considering flood lights for outdoor gym classes.

19.4.04.21 Wickwar Town Hall

Nothing to report.

19.5.04.21 Wickwar Cemetery

Covered by other agenda items. No further report.

Requests for financial assistance

20.04.21 To CONSIDER and take a DECISION on a grant application from Wickwar Community Centre (charity) for funding for a website (£500).

The Council reviewed the quotations obtained by applicant.

It was proposed, seconded and RESOLVED to grant Wickwar Community Centre £500 funding for a website with a reassurance from the treasurer that if the website is provided for less than the quotation, the difference will be returned to the Council. (s137).

21.04.21 To CONSIDER and take a DECISION on a grant application from Yate Heritage Centre to fund the printing of copies of “Lest We Forget” an important and comprehensive book on the history of the fallen of Wickwar and background to the Great War in Wickwar, for sale to residents (£500).

It was proposed, seconded and RESOLVED to grant Yate Heritage Centre £500 to deliver the project. (s137).

22. 04.21 To CONSIDER an expression of interest for Community Infrastructure Levy funding from Wickwar Environmental Action Group. (£3000).

It was proposed, seconded and RESOLVED to grant Wickwar Environmental Action Group £440 small grant funding to purchase tools, to be released once the group has public liability insurance in place. It was further RESOLVED to request that the Clerk call an extra ordinary meeting to consider the remainder of the application, once WEAG has provided evidence of three estimates for the cost of sleepers required for the projects.

Burial matters

None.

Finance

23.04.21 To NOTE the monthly bank reconciliation for January and February 2021 and bank balances. Chairman to sign as a true record.

Noted. (To be signed after the meeting).

24.04.21 To APPROVE accounts for payment and NOTE additional payments made in line with Financial Regulations. (These are listed in the attached payment schedule).

It was proposed, seconded and RESOLVED to approve the accounts for payment listed.

25.04.21 To APPROVE the updated Asset Register for YE 31st March 2021.

It was proposed, seconded and RESOLVED to approve the updated Asset Register for YE 31st March 2021.

26.04.21 To NOTE the budget monitoring report to 28th February 2021, prepared by the Clerk. Chairman to sign as a true record.

Noted. (To be signed after the meeting).

27.04.21 To NOTE the Councillor check of bank reconciliations for April – Dec 2020 against invoices and bank statements, carried out virtually (internal control).

Noted.

28.04.21 Items for the next agenda.

To RECEIVE an update on progress with identifying suppliers to quote for a ground water risk assessment as specified in the CDS Group report on Park Field as a suitable site for cemetery expansion.

To RECEIVE an update on progress identifying responsibility for the cedar tree adjacent to open cemetery which requires further inspection work. (As per Tree Condition Report conducted Nov 2020)

To RECEIVE an update on progress with obtaining Listed Building Consent to mount two Nature & Remembrance Trail maps on the Town Hall.

The meeting was closed at 10.15pm.

Wickwar Parish Council Expenditure transactions - payments approval list

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
231	BACS21040 7Z1	£14.39	£2.40	£11.99 29/01/21	ZOOM VIDEO COMMUNICATIONS INC - Subscription 29/01/21 - 27/02/21	£14.39
247	BACS20040 7TG	£194.00	£0.00	£194.00 26/02/21	TONY GARDNER PROPERTY MAINTENANCE - BENCH INSTALLATION X 2 (CIL)	£194.00
249	BACS21040 7Z2	£14.39	£2.40	£11.99 28/02/21	ZOOM VIDEO COMMUNICATIONS INC - Subscription 28/02/21 - 28/03/21	£14.39
246	BACS21040 7ALCA	£483.91	£0.00	£483.91 01/03/21	ALCA - ANNUAL SUBSCRIPTION 01/04/21 - 31/03/21	£483.91
251	DD210420S GC	£57.52	£0.00	£57.52 02/03/21	South Gloucestershire Council - Pavilion rates 2021/22 Instalment 1 of 3	£57.52
244	BACS21040 7WEAG	£273.14	£0.00	£273.14 03/03/21	Wickwar Environmental Action Group - Grant litter picking equip approved 03/03/21	£273.14
253	DD2100401 WBPav	£7.50	£0.00	£7.50 03/03/21	WATER BUSINESS - Water pav Feb 2021	£7.50*
242	DD210308O ETH	£13.88	£0.66	£13.22 08/03/21	Octopus Energy - TH Feb 21 electricity	£13.88*
243	DD210308O EPAV	£34.10	£1.62	£32.48 08/03/21	Octopus Energy - Pav FEB 21 electricity	£34.10*
254	DD210322T M	£10.50	£0.00	£10.50 08/03/21	TESCO MOBILE - FEB21 bill	£10.50*
256	BACS21040 7JAX1	£33.88	£5.65	£28.23 15/03/21	JAX FIRST AID SUPPLIES - 10 MEDIUM HI VIS VESTS FOR WEAG	£33.88
257	BACS21042 1JAX2	£63.76	£10.63	£53.13 15/03/21	JAX FIRST AID SUPPLIES - 20 XL HI VIS VESTS FOR WEAG	£63.76
258	BACS21040 7JAX3	£27.90	£4.65	£23.25 15/03/21	JAX FIRST AID SUPPLIES - 8 CHILD HI VIS VESTS FOR WEAG	£27.90
255	BACS21040 7HP	£9.99	£1.67	£8.32 19/03/21	HP INK - 18/02/20 - 17/03/21 ink	£9.99
250	BACS21040 7Z3	£14.39	£2.40	£11.99 29/03/21	ZOOM VIDEO COMMUNICATIONS INC -	£14.39

Subscription 29/03/21- 28/04/21

245 BACS21040 7YHC	£500.00	£0.00	£500.00	30/03/21	yate & district heritage centre - Grant for publishing 'Lest we forget' WW1 book	£500.00
248 BACS21040 7WYC	£3,000.00	£0.00	£3,000.00	30/03/21	Wickwar Youth Club - Grant 2021/22	£3,000.00
252 DD210413P N	£21.60	£3.60	£18.00	31/03/21	PLUS NET - Town Hall b/b March 2021	£21.60
	£1,506.48	£0.00	£1,506.48		Confidential	
Total	£6,281.33	£35.68	£6,245.65			

Paid between meetings*

Appendix 1 - Re-opening of King George V Pavilion for use by Wickwar Wanderers Football Club: Risk Assessment

The Government announced that organised outdoor sports could recommence from 29th March 2021 .

The FA published the following guidance for grassroots football and providers of football facilities on 24th March 2021.

COVID-19: STEP ONE GUIDANCE ON THE RETURN OF GRASSROOTS FOOTBALL – for all

COVID-19: STEP ONE GUIDANCE ON THE RETURN OF GRASSROOTS FOOTBALL – for providers of indoor and outdoor football facilities

[FA guidance for outdoor grassroots football return on 29 March 2021 \(thefa.com\)](https://www.thefa.com/football-competition/football-league/league-one/2020-21/2021-03-29/2021-03-29-01)

The Government guidance includes a requirement to carry out an appropriate COVID-19 risk assessment before reopening facilities. Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.

1. Cleaning

Cleaning of the pavilion is currently the responsibility of WWFC. Before the pavilion reopens Wickwar Parish Council will carry out a basic clean of the sinks and toilets. The Clerk visits once a week and will do a basic clean of the toilets and sinks.

All cleaning equipment - cleaning products, and cloths and bin bags to be provided by Wickwar Parish Council and stored in the cleaning cupboard.

Providing hand sanitiser, hand soap and paper towels (and their replenishment), will be the responsibility of WWFC.

This risk assessment relies on WWFC doing simple basic cleaning of high touch areas after each use (for training or matches).

To be approved by Wickwar Parish Council - 07/04/21

Hazards /Risk Categories	Government guidance	Mitigation Action Actions required	Probability Current /post risk mitigation	Impact Current /post mitigation	Risk rating Current/ post mitigation
1. Transmission of Covid-19 within the changing rooms and showers	Changing rooms are an area of increased risk of transmission. It is important that social distancing is maintained in changing rooms and showers and that they are only used if essential. All venues should encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs. If changing rooms are to be used, users should use the facilities as quickly as possible.	- Changing rooms will not be accessed for matches and training, except for essential use (i.e. users with disability or special needs) - Out of use signs to be mounted on the doors to both changing rooms.	3/1	3/3	9/3
2. Transmission of Covid-19 when moving through the building, corridors and shared areas		- Maximum number of people inside the building at one time limited to 3 (to use toilets and/ or access equipment). NOT INCLUDING KITCHEN or LADIES TOILET. Sign at entrance. - Hand sanitiser available at entry/ exit point to building (provided by WWFC)	2/1	3/3	6/3

Hazards /Risk Categories	Government guidance	Mitigation Action Actions required	Probability Current /post risk mitigation	Impact Current /post mitigation	Risk rating Current/ post mitigation
		- Cleaning – WWFC to clean high touch points after use for training/ matches (door handles, sink/taps, toilet flush handles).			
3. Transmission of Covid-19 - toilets	Cleaning protocols should be put in place to limit coronavirus transmission in public places. It is advised that touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning. Maintaining hygiene, through handwashing, sanitisation facilities and toilets.	- Maximum number of people inside the building at one time limited to 3 (to use toilets and/ or access equipment). Sign at entrance. NOT INCLUDING LADIES TOILET. (Separate sign on ladies toilet external door). - Ladies toilet accessible from outside door. Hand sanitiser, hand soap available (WWFC to provide) - Hand washing posters put up in main toilets and ladies toilet. - Hand sanitiser, hand soap available. (WWFC to provide). - One urinal taped off to enable social distancing. - Cleaning - WWFC to clean high touch points after use for training/ matches (door handles, sink/taps, toilet flush handles). (	3/1	3/3	9/3

Hazards /Risk Categories	Government guidance	Mitigation Action Actions required	Probability Current /post risk mitigation	Impact Current /post mitigation	Risk rating Current/ post mitigation
4. Transmission of Covid-19 - kitchen		- Kitchen to remain locked (accessible by separate entrance) unless required. - Only 1 person allowed in the kitchen at a time. - Hand sanitiser in kitchen to be used upon entry (provided by WWFC) - WWFC to wipe down door handles, surfaces and sink/ tap before/ after use.	3/1	3/3	9/3
5. Transmission of Covid-19 to WWFC/ WPC members when cleaning facilities		- One-off clean to be carried out by WPC. Cleaning after each match/ practice to be carried out by WWFC. - Use a disposable cloth. Disinfect surfaces with the cleaning products you normally use. Clean high touch points after use for training/ matches (door handles, sink/taps, toilet flush handles) - After use disposable cloths should be double-bagged and left in the cleaning cupboard (to be disposed of the next time the pavilion is used (at least 72 hours)			

Hazards /Risk Categories	Government guidance	Mitigation Action Actions required	Probability Current /post risk mitigation	Impact Current /post mitigation	Risk rating Current/ post mitigation
		- All other rubbish to be double-bagged and left in the cleaning cupboard/ away changing room (to be disposed of the next time the pavilion is used - at least 72 hours) - Wash hands regularly with soap and water for 20 seconds, and after cleaning.			