

The Parish Council Covid 19 resuming face to face meetings risk assessment

July 2021 – Carried out by Kate Egan – Clerk

In addition to this risk assessment any Councillor or member of staff that do not feel safe attending a meeting, due to medical grounds or risk to immediate family Members will not be required to attend and absence will be authorised – This policy is to be reviewed at every meeting based on the latest Government guidance and case numbers. This risk assessment is to be read in conjunction with the risk assessment of the Village Hall and their COVID rules and The Council Management of Meetings.

Prior to any meeting all attendees are required to carry out a lateral flow test within the past 48 hours which gave a negative result to protect everyone attending and to prevent the spread of COVID-19 – tests are available free to everyone follow link for information:

<https://www.gov.uk/find-covid-19-lateral-flow-test-site>

RISK	WHO MIGHT BE HARMED	CONTROL REQUIRED	ADDITIONAL CONTROL	BY WHOM
Spread of Covid-19 Coronavirus	Anyone present at the meeting and close contacts	Hand Washing <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing taking place • Gel sanitisers available on entry to the building 	Everyone who attends the meeting must either use the hand sanitiser provided on arrival or wash their hands for 20 seconds with water and soap. Everyone is 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	Everyone

		<p>Cleaning Before and after each meeting, cleaning and disinfecting objects and surfaces that are touched particularly in areas of high use such as door handles, light switches and reception areas using the cleaning products by The Village Hall Committee</p>		<p>Everyone clean their individual chair/table.</p> <p>Clerk clean door handle/light switches when locking up</p>
		<p>Socially Distanced Seating Social Distancing – Seating to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Max capacity of The Village Hall is 18</p>	<p>All attendees to take personal responsibility for the importance of social distancing both at the meeting and outside of it</p>	<p>Everyone</p>

		<p>Symptoms of Covid-19 If you are feeling unwell do not attend the meeting. If anyone becomes unwell with a new continuous cough or a high temperature during the meeting, please follow the Village Hall's instruction and remove yourself from the meeting. If advised that an attendee of a past meeting has developed COVID-19 and were recently on the premises, then all other attendees should be informed of the situation and advised to self-isolate</p>	Contact details of all attendees to be kept for 30 days in the event of confirmed case	Clerk
		<p>Equipment Councillors are advised to bring their own Council papers or electronic device to view papers</p>		Everyone
		<p>Social Distancing Seating to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Face coverings are to be worn, unless medically exempt</p>	Disposable face coverings available for all attendees	Everyone

		<p>Arrival Attendees must ensure they enter the building at separate times, to maintain social distancing. They must sign in using the QR code Or sign in paper sheets. Pens will not be provided, please bring your own, this applies to members of the public as well as Councillors</p> <p>Attendees Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time</p>		<p>Everyone</p>
		<p>Ventilation Windows and doors must be kept open during the meeting.</p>		<p>Everyone</p>