



COVID-19 Return to face-to-face meetings Risk Assessment

COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

What are the hazards	Who might be harmed	Controls required	Additional controls	Action by who?	Action by when?	Done
Spread of COVID-19 Coronavirus	Council staff Councillors Members of the public	<p>Hand Washing Hand washing facilities with soap and water available at meeting venues.</p> <p>Follow NHS hand washing guidance.</p> <p>Drying of hands with disposable paper towels available at the meeting venues.</p> <p>Gel sanitisers available in areas where washing facilities are not readily available.</p>	<p>Attendees will be reminded at the start of the meeting (housekeeping) to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – following ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>Everyone in attendance.</p> <p>Announcement reminders by Clerk/Chair at the beginning of each meeting (housekeeping).</p>	At the start of the meeting and throughout.	

		<p>Cleaning Cleaning and disinfecting tables/chairs/objects and surfaces that are touched regularly - particularly door handles, light switches using appropriate cleaning products and methods.</p>		<p>Clerk to wiped down tables and chairs.</p>	<p>At the start and end of each meeting.</p>	
		<p>Social Distancing Councillors and staff to sit at individual tables at least two (2) meters apart.</p> <p>Table layout to limit face-to-face communication and droplet spread.</p> <p>MOP to sit at least two (2) meters apart from each other, Councillors and staff.</p> <p>No more than six (6) MOP/press to be permitted into the</p>	<p>Attendees to be reminded at the start of the meeting (housekeeping) of the importance of social distancing, both in the meeting room and outside of it.</p>	<p>Everyone in attendance.</p> <p>Clerk to set up the meeting room correctly.</p> <p>Announcement reminders by Clerk/Chair at the beginning of each meeting (housekeeping).</p>	<p>At the start of the meeting and throughout.</p>	

		<p>meeting hall on a first-come-first-serve basis. Physical attendance must be notified to the Clerk via email, no later than 4pm on day of meeting.</p> <p>Instructions published on agenda and website.</p> <p>Encourage and promote virtual attendance at meetings by MOP via remote conference call technology (Zoom).</p> <p>Social distancing guidelines apply to all parts of the meeting venue.</p>				
		<p><u>Wearing of Masks</u> If there are more than six (6) persons present at a meeting, <u>all attendees</u> must wear a face mask, unless proof of</p>		<p>Everyone in attendance.</p> <p>Announcement reminders by Clerk/Chair at the beginning of each</p>		

		<p>medical exemption provided.</p> <p>All persons must use their own face masks.</p> <p>Anyone who must wear a face mask but who does not one will not be permitted into the meeting.</p>		meeting (housekeeping).		
		<p><u>Ventilation</u> The meeting venue will be well ventilated for the duration of the meeting i.e., have the main doors open and any openable windows.</p>		Clerk to set up the meeting room correctly.	Beginning of meeting and throughout.	
		<p><u>Attendees</u> Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure</p>				

		<p>that the meeting is kept to a minimum time.</p> <p>Apologies from vulnerable Members who are isolating will be accepted and the Parish Council will not consider these absences as part of the six month consecutive failure to attend meetings.</p> <p>All attendees will be encouraged to access meeting papers via the website during the meeting. WIFI is available at the meeting venues.</p> <p>The Clerk's Report will be a thorough document to reduce the amount of time required to provide back-ground / routine information.</p>				
--	--	---	--	--	--	--

		<p>Meeting attendees and participants who wish to speak will be encouraged to submit advance documentation to be published on the Parish Council's website.</p> <p>The sharing of pens, documents and other objects should be avoided.</p>				
		<p><u>Symptoms of COVID-19</u> If anyone has Covid-19 symptoms with a new continuous cough or a high temperature, then they should not attend any meetings until after a safe quarantine period has elapsed, as per up-to-date Government guidance.</p> <p>If advised that an attendee of a past</p>	<p><u>Lateral Flow tests</u> Availability from the following website: https://www.gov.uk/find-covid-19-lateral-flow-test-site As these tests are now freely available the Parish Council will encourage all meeting participants to take a test within 48 hours of a meeting.</p>	<p>Clerk</p> <p>Everyone in attendance.</p>	<p>Announcement reminders by Clerk/Chair at the beginning of each meeting (housekeeping).</p>	

		<p>meeting has developed Covid-19, then all other meeting attendees will be informed of the situation and advised to self-isolate in accordance with the most up-to-date Government guidance.</p> <p>The Clerk will take contact details of any MOP/press physically present at the meeting. This information will be held in strict confidence, in accordance with GDPR and only used to contact the attendee if someone at a meeting has developed Covid-19.</p>				
--	--	--	--	--	--	--