

## Parish Council Meeting COVID-19 Risk Assessment

Hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Timescales
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>- Parish Councillors</li> <li>- Clerk for the Council</li> <li>- Members of the Public</li> <li>- Visiting Councillors</li> <li>- Candidates for co-option</li> </ul>	<p><b>Reason</b> Councillors' confidence and equipment unable to comply with requirements for remote virtual meeting.</p> <p><b>Preparation for Meeting</b>                      ALL persons unless exempt expected to wear a face covering before entering the Hall.                      Members of Parish Council advised to carry personal hand sanitiser gel if possible.                      Social distance signs prepared for display at the meeting.                      First to attend set out tables/chairs with a 2M spacing.                      PPE must be worn as described below.  <b>Print off COVID app venue scan poster</b></p> <p><b>At Meeting</b>                      Face coverings to remain in place throughout meeting.                      Contact detail taken from members of the public attending the meeting for track and trace purposes.                      Social distancing signage displayed.</p> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with paper towels if available.</li> <li>• Use of hot air hand dryer not advised</li> <li>• Use gel sanitiser as an alternative in place</li> </ul> <p><b>Cleaning</b>                      Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, tables and chairs.                      Door handles and light switches to be wiped with antibacterial wipes before and after the meeting</p>	<p>Provision of gloves and necessary cleaning material by Parish Council</p> <p>Clerk</p> <p>Those present at the meeting will be reminded by the Chairman to wear face coverings throughout the meeting and hand washing procedures.</p> <p>Antibacterial wipes will be provided by the Parish Council for all present at the meeting.</p>	<p>Clerk/ Chairman/ Councillors</p> <p>Clerk</p> <p>Chairman</p> <p>Clerk/ Chairman/ Councillors</p>	<p>Prior to meeting</p> <p>At meeting</p> <p>During meeting</p> <p>Before and after meeting</p>

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<p>As per previous page</p> <p>Spread of Covid-19 Coronavirus continued</p>	<p>As per previous page</p> <ul style="list-style-type: none"> <li>- Parish Councillors</li> <li>- Clerk for the Council</li> <li>- Members of the Public</li> <li>- Visiting Councillors</li> <li>- Candidates for co-option</li> </ul>	<p><b>Social Distancing</b> Social Distancing - Use the small tables set 1.5M apart with one Councillor per table. Ensure chairs for use by Public and visiting Councillors are arranged spaced at a distance of 1.5M, which complies with 1M+ recommended by the Public Health Agency.</p> <p><b>Wearing of PPE</b> Whilst assessing the risk, additional measures such as PPE is only considered necessary when setting out and storing tables, but Individuals may choose to wear gloves or face mask.</p> <p><b>Close of Meeting</b> At the close of meeting, Councillors will clean the table and chair used by them with antiseptic wipes. Members of the Public or visiting Councillors will also be asked to wipe the chair used. Two Councillors will be asked to volunteer to return the tables and chairs to the storage area following social distancing guidance and wearing gloves at all times.</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the meeting, they will be sent home and advised to follow the stay at home guidance. If advised that a member of the Council or public has developed Covid-19 whilst in the Village Hall the Parish Council will contact the Public Health Authority and VHMC to discuss the case, identify people who have been in contact with them and will take advice on actions or precautions that should be taken.</p> <p><b>Risk Assessment Review</b> A review will be carried out prior to each meeting.</p>	<p>First in/last out will wipe door handles and light switches used Chair remind all of social distancing.</p> <p>Chair ensure this is adhered to. Gloves provided by PC to be worn by those setting out/tidying up.</p> <p>Chair to ask all to clean tables/chairs used with antibacterial wipes provided by the PC before they are returned to storage. Chair to ask for two volunteers to return tables and chairs to storage area using PPE provided.</p> <p>Clerk to notify Public Health Authority and VHMC</p> <p>Dated copy of executed Risk Assessment kept on file.</p>	<p>As per arrival/depart.</p> <p>Chair</p> <p>Chair</p> <p>Clerk/Cllrs</p> <p>Chair</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p>	<p>At meeting</p> <p>Before and after meeting</p> <p>Close of meeting</p> <p>Close of meeting</p> <p>Following meeting</p> <p>Prior to meeting</p>
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