

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

May 2021 – Carried out by Helen McGladdery – 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 to be reviewed at every meeting based on the latest Government guidance and case numbers.

Prior to any meeting all attendees are encouraged to carry out a lateral flow test and received the results 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 on 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 appropriate cleaning products and methods.</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.</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, they will be sent home and advised to follow the stay-at-home guidance. If advised that a member of the council, staff or public has developed Covid-19 and were Present at the meeting the council will contact the Public Health Authority to discuss the case, identify people who have been in contact with them</p>	<p>Contact details of all attendees to be kept for 30 days in the event of confirmed case.</p>	<p>Clerk</p>

		and will take advice on any actions or precautions that should be taken.		
		Equipment Councillors are advised to bring their own Council papers or electronic device to view papers.		Everyone
		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.	Disposable face coverings available for all attendees	Everyone
		Arrival Attendees must ensure they enter the building at separate times, to maintain social distancing		Everyone
		Ventilation Windows must be kept open during the meeting		Everyone