

## Drinkstone Parish Council

### Return to Face to Face meetings risk assessment

23<sup>rd</sup> May 2021

- This document is a risk assessment for Face to Face Parish Council meetings which take place until such time as all COVID restrictions are lifted.
- This document supplements the government's latest guidance, the advice from NALC, the village hall risk assessment and adheres to the special hire conditions put in place by Drinkstone Village Hall.
- The Councillors and the Clerk will be supplied with these documents prior to the meeting.
- The Chair will highlight these measures to any members of the public who attends the meeting.

What are the hazards?	Who might be harmed?	Controls required	Additional Controls	Actioned by who?	Action by when?	Done
Spread of COVID-19 coronavirus	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Member of the public attending the meeting.</li> </ul>	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water are provided in the toilets of the village hall.</li> <li>• Hand gel will also be provided in the hall.</li> <li>• All attendees at the meeting must wash/ hand sanitise their hands on entry to the hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• All used tissues should be removed by the meeting attendee.</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Member of general public</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to start of meeting</li> <li>• During meeting</li> </ul>	

If you any questions or need more information please contact Jane Hill, Drinkstone Parish Clerk.

E-mail: [drinkstoneclerk@gmail.com](mailto:drinkstoneclerk@gmail.com)

Tel: 07903 050930

Spread of COVID-19 coronavirus	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Members of the general public attending the meeting</li> </ul>	<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• The hall will be cleaned prior to the meeting by a contract cleaner supplied by the Village Hall.</li> <li>• There is no requirement for any member of the Council to undertake addition cleaning.</li> <li>• The hall must be left as found and all paper/ rubbish will be removed.</li> </ul> <p><b><u>Social distancing</u></b></p> <ul style="list-style-type: none"> <li>• The total number of people allowed in the hall is 30 people.</li> <li>• Social distance of 2m to be maintained by all attendees prior to, during, and on leaving the meeting.</li> <li>• For more confined areas, such as the toilets, a distance of 1m plus to be maintained.</li> <li>• The clearly signed one way system set-out in the village hall should be followed by all meeting attendees.</li> </ul>	<ul style="list-style-type: none"> <li>• The meeting will be conducted with minimal/no additional paper.</li> <li>• Councillors are requested to take any unwanted paperwork home with them.</li> <li>• Councillors are requested not to bring food to the meeting.</li> </ul> <ul style="list-style-type: none"> <li>• If more than 30 people turn up to attend the meeting the 31st person will be politely asked to leave by the Clerk.</li> <li>• The tables will be laid out so that social distancing can be maintained during the meeting.</li> <li>• Plastic chairs will be used in the main hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> </ul> <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Chair</li> </ul>	<ul style="list-style-type: none"> <li>• The clerk will check the hall is clear on leaving.</li> </ul> <ul style="list-style-type: none"> <li>• Richard Edmondson to set the hall up prior to start of meeting.</li> <li>• Clerk to add social distancing requirements to 'Summons' e-mail and agenda.</li> </ul>	
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Spread of COVID-19 coronavirus	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Members of the general public attending the meeting</li> </ul>	<p><b><u>Wearing of masks</u></b></p> <ul style="list-style-type: none"> <li>• Everyone attending the meeting should wear a face mask or covering when in the village hall.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>• The hall will be ventilated by opening the windows as far as convenient for the duration of the meeting.</li> <li>• The windows and doors should be securely closed on leaving. The window blinds should be left open.</li> </ul> <p><b><u>Attendees</u></b></p> <ul style="list-style-type: none"> <li>• The meeting should be attended by Councillors, Clerk, and members of the general public interested in the meeting only.</li> <li>• The meeting should follow the pre-arranged agenda. The agenda will be made public prior to the meeting, as usual, on the village notice</li> </ul>	<ul style="list-style-type: none"> <li>• The clerk will ensure that all the windows and doors are secure at the end of the meeting, the blinds are open.</li> <li>• The list of attendees will be deleted 21 days after the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• General public attending the meeting</li> <li>• Councillors</li> <li>• Clerk</li> <li>• General public attending the meeting</li> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to add mask/ face covering requirements to 'Summons' e-mail and agenda.</li> <li>• At the start of the meeting.</li> <li>• At the end of the meeting.</li> <li>• Clerk will write and make public the agenda.</li> <li>• Clerk will maintain a list of people in attendance at meeting.</li> </ul>	
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Spread of COVID-19 coronavirus	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Members of the general public attending the meeting</li> </ul>	<p>board, the Parish Council website, and via Jungle Drums.</p> <ul style="list-style-type: none"> <li>• The Clerk will note and maintain a list of people (and their phone numbers) at the meeting for contact tracing purposes.</li> </ul> <p><b><u>Symptoms of COVID-19</u></b></p> <ul style="list-style-type: none"> <li>• If any potential meeting attendees or anyone in their households has had COVID 19 symptoms (new and/or continuous cough or a high temperature) in the 48 hours before the meeting then they must not attend the meeting.</li> <li>• Attendees should also be informed that if they develop COVID-19 symptoms within 10 days of the meeting they must get a COVID 19 test.</li> <li>• In the event of someone becoming unwell with suspected Covid-19 symptoms during the meeting they should be taken to the designated safe area</li> </ul>		<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Members of general public attending the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Chair will ask anyone who is in the hall but not attending the Parish Council meeting to leave.</li> <li>• Clerk to add comment to 'Summons' e-mail and agenda highlighting that anyone with COVID symptoms must not attend meeting.</li> <li>• Chair to formally check at start of meeting.</li> </ul>	
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		(female toilets). Then follow the village hall special guidance for hire instructions.				
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