

Harberton Parish Council

Covid-19 Risk Assessment for the resumption of indoor face to face meetings

Area or people at Risk	Risk identified	Control Measures	Actions to take/taken	Responsible person/s	Review Date
<p>Attending face to face meetings in a public place</p> <p>Staff</p> <p>Parish Councillors</p>	<p>Risk of contact transmission of COVID-19 through touching</p>	<p>Consider need for meetings Only hold a meeting if necessary</p> <p>Consider continue to hold meetings online if legislation permits</p> <p>Reduce the length of meetings and/or consider holding shorter meetings outside if appropriate.</p>	<ul style="list-style-type: none"> Keep consideration of calling meetings on regular review (atleast monthly) Consider alternative options such as a scheme of delegation 	<p>Parish Councillors</p>	
<p>Members of the Public</p>		<p>Handwashing Ensure all council staff and members regularly washing hands in line with government recommendations.</p> <p>Provide hand sanitiser on entry to Parish Council meetings and throughout with signs to encourage use</p>	<ul style="list-style-type: none"> Provide information to Councillors on the Government’s handwashing campaign: https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing Purchase 70% alcohol hand sanitiser conforming to BS:EN 14476 (the standard that confirms the product to be effective against viruses such as Covid-19) Purchase pump bottle Print and laminate signs with pictures of effective hand cleaning Encourage compliance from meeting attendees 	<p>Clerk</p>	
		<p>Cleaning Clean high touch areas (tables, chairs, light switches and door handles) and toilets with hot soapy water and bleach prior to meeting taking place with disposal gloves and aprons. Cleaning must be carried out using disposable cloths. Cloths, gloves and aprons must be double bagged and stored securely for 72 hours before being thrown away in the regular rubbish. Hands must be</p>	<ul style="list-style-type: none"> Purchase cleaning products, including gloves Liaise with venues on risk assessment and requirements in place for external hire Consider restrict use of toilets to one stall in the men’s and one stall in the ladies so that this can be cleaned between uses. 	<p>Clerk</p> <p>Parish Councillors</p>	

		<p>washed with soap and water for 20 seconds after removing gloves, aprons or other protective clothing after cleaning.</p> <p>Do not use upholstered chairs that cannot be cleaned</p>			
		<p>Reduce number of contact points</p> <p>Reduce shared papers - do not circulate shared hand outs or pens/pencils</p> <p>Reduce shared furniture, either removing tables that are not required or providing individual tables/seating areas</p>	<ul style="list-style-type: none"> • Provide digital copies for councillors to print their own • Remind councillors to bring own pens/paper • Set up the room in advance of meeting taking place 		
	<p>Risk of airborne/contact transmission through lack of social distancing in:</p> <p>Small rooms Pinch points or waiting areas</p>	<p>Hire larger rooms for meetings that allow sufficient space for social distancing</p> <p>Follow 'Safer Workplace' guidelines as provided by Government</p> <p>Follow venue protocol on arrival and departure times to avoid contact with other hall users</p> <p>Follow venue guidelines on numbers of people who can use the hall, using a 'first come first served' approach should members of the public who wish to observe the meeting exceed the allowed cap</p> <p>Consider allowing members of the public to view the meeting from outside through open windows</p> <p>Consider means to enable access via digital streaming</p>	<ul style="list-style-type: none"> • Arrange meeting venues that meet criteria, liaise with them about protocol and share information with councillors and the public • Download 'Safer Workplace' guidelines and check against risk assessments and planning • Research public access through digital streaming from meeting venue location 	<p>Clerk</p> <p>Parish Councillors</p>	

	<p>Risk of airborne/contact transmission through lack of social distancing in:</p> <p>Meeting set up</p>	<p>Ensure all those present can be seated with 2m distance from one another and from walkways and are seated side by side instead of face to face</p> <p>Ensure sufficient circulation space to enable participants to access their seats without close contact with others</p> <p>Open all windows and doors for increased air flow</p>	<ul style="list-style-type: none"> • Plan meeting set up in advance • Early arrival of staff to set up meeting following guidelines and measuring distances • Encourage shared responsibility for compliance 	<p>Clerk</p> <p>Parish Councillors</p>	
	<p>Risk of contracting COVID-19 from an infected person</p>	<p>Following social distancing guidelines to not attend Parish Council meetings if you have symptoms</p> <p>All Parish Councillors and Staff to take a lateral flow test within 24 hours of attending the meeting, and following government guidance to socially isolate if they have a positive test</p> <p>Request all meeting attendees to wear a face mask during meetings (unless they are medically exempt)</p> <p>Encourage response to invitation to vaccine</p> <p>Encourage participation in 'Test and Trace' – following venue requirements</p>	<ul style="list-style-type: none"> • Ensure that staff and councillors are CLEAR on the rules regarding the symptoms of COVID 19 and self-isolation if required to etc. • Print, laminate and install a 'do not enter if you have symptoms' sign on the outside of the meeting venue • Provide information on how to access lateral flow tests (requested online or by phone and delivered by post) • Update information on the Parish Council website and on the Parish Council agenda to encourage a culture of 'protect one another' compliance 	<p>Clerk</p> <p>Parish Councillors</p>	