

Risk assessment template Face to Face Meetings Parish/Town Councils

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

This is a Document to assist Parish and Town Councils to develop a **Risk Assessment** for dealing with the current Covid-19 situation of returning to face to face meetings. It is not likely to cover all scenarios and each Parish and Town Council should consider their own unique circumstances.

Company name:Parish Council

Assessment carried out by:

Date of next review:

Date assessment was carried out: 4 May 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 coronavirus infection	Clerk Councillors Members of the public attending the meeting	Face coverings to be worn at all time during the meeting as per government guidelines. Masks and face shields can be worn together for those persons who	The meeting to be set up to avoid face to face direct contact. EG as rows with 1 metre between each seat to reduce the risk of contact If the hall is big enough then a U shape could be formed	The Clerk to set up the hall to ensure that a minimum of 1 metre social distancing is in place between each person attending.	At the time of the meeting	

		<p>consider them in the at risk group. Face shields alone should not be worn as this does not give full protection.</p>	<p>provided that there is 2 metres distance between those facing each other.</p> <p>Where wifi is available to consider the use of video links and encourage members of the public to attend via video rather than personally to reduce the number of persons physically attending</p>	<p>Clerk to investigate the practicalities of setting up a video link for users.</p>	<p>Prior to the meeting</p>	
		<p>All attendees to be informed of and ensure are following the covid -19 hall risk assessment le entry/exit point Hand sanitizers available at entrance and exit points and all persons using the hall to be encouraged to use them. Register to be</p>				

		<p>placed at entry point and all entrants to sign the register including declaration that they have not had or been into contact with coiv-19 in the last 10 days nor are displaying any symptoms.</p> <p>Hand washing facilities should already be in place. Attendees to be informed where hand washing can take place</p> <p>Non fire doors to be left open and windows to be opened to allow a flow through of air</p> <p>Social distancing as per government guidelines</p>	<p>The Clerk will retain the register in a secure location for 10 days as part of the track and trace system after which the information will be destroyed appropriately.</p> <p>Hand sanitizer to be carried to the meeting by the Clerk in the event that this has not be provided by the hall. Clerk to check that paper towels are provided</p> <p>Where insufficient doors/windows can be left open then the 2 metre social distancing rule must be enforced, unless other means of encouraging air flow is available eg fans</p>	<p>Clerk to provide prior to the commencement of the meeting. If a pen is provided, a hand sanitizer to be provided next to the register to allow users to sanitize their hands after use.</p> <p>Clerk</p>	<p>At the meeting</p> <p>Prior to the attendees arriving</p>	
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		<p>Staggered entry and exit to the hall to allow social distancing to continue.</p> <p>Meetings to be kept to essential business and to last no more than 2.5 hours</p>				
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