

What are the hazards?	Who might be harmed	Controls Required	Additional Information	Action	Done Y/N
Spread of Covid-19 Coronavirus	<p>The following people may be harmed and measures taken to protect them:</p> <p>Councillors and Clerk</p> <p>Visitors to the meeting</p>	<p><b><u>General – Management</u></b></p> <ol style="list-style-type: none"> <li>1) Information on Covid Control measure must be communicated to all Councillors and visitors</li> <li>2) All persons attending the meeting should be reminded of the Covid control measures in place and the need to follow all of the relevant procedures.</li> <li>3) Clerk and Chair shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained.</li> </ol> <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water should already be in place.</li> <li>• Provide materials to allow drying of hands with disposable paper towels.</li> <li>• Pedal bins or opened topped bins will be used to reduce touch points.</li> <li>• Gel sanitisers should be used. This will be provided upon entry to the meeting</li> </ul> <p><b><u>Persons with positive Covid-19 tests or persons informed they are close contacts</u></b></p> <p>All Councillors and members of the public to be instructed not to attend the meeting if they have developed Covid Symptoms or have been informed that they are a close contact of a Covid Positive individual.</p> <p><b><u>Social Distancing</u></b></p> <p>Social Distancing –Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Measures may include:</p> <ul style="list-style-type: none"> <li>• limiting the number of people in rooms so that social distancing rules can be met.</li> </ul>	<p>Councillors and members of the public should also be 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</p> <p>Visitors will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms.</p> <p>A record of all attendees and their contact details will be held for 10 days to allow contact tracing if required.</p>	<p>Publish this risk assessment on the website and email to all Councillors.</p> <p>Ask the caretaker of the Parish Room to ensure there is hand wash and paper towels available.</p> <p>Bring own sanitiser, but Clerk will have some available.</p> <p>Ask persons attending the meeting this question before allowing entry.</p> <p>Request details if members of the public attend. The councillors' details are already held by the Clerk.</p>	<p>Yes– by Clerk</p> <p>Clerk to ask Chair to communicate this request to the caretaker. Y</p> <p>Clerk to bring sanitising gel.</p> <p>Clerk to confirm this question has been asked and to record in the minutes.</p> <p>Take down names and contact details of members of the public if not already provided prior to the meeting.</p>

		<ul style="list-style-type: none"> <li>• spacing out tables in meeting rooms so social distancing rules can be met.</li> <li>• Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve ventilation</li> </ul> <p>Where it is impossible to maintain 2m Social Distancing additional controls will be implemented including</p> <ul style="list-style-type: none"> <li>• limiting the duration of the meeting.</li> <li>• placing attendees side-by-side rather than face-to-face</li> <li>• improving ventilation</li> </ul> <p><b><u>Face Coverings</u></b> Should be worn, but are not mandatory.</p>	<p>Fresh air and ventilation can reduce the spread of Covid-19.</p> <p>There is ample space in the Parish Room to spread out the chairs and two tables can be provided for the clerk and the Chair.</p> <p>This would be preferable if at all possible.</p>	<p>Leave the front entrance door open.</p> <p>Set out the room before the meeting starts, so that there is ample space between all persons attending the meeting.</p>	<p>Chair/Clerk to make sure the doors remain open.</p> <p>Clerk happy to arrive early to do this.</p>
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