

RISK ASSESSMENT FOR BEAUDESERT AND HENLEY JOINT PARISH COUNCIL FACE-TO-FACE MEETINGS

<u>DATE OF ASSESSMENT:</u> May 2021				
<u>HAZARDS</u>	<u>EXISTING CONTROL MEASURE</u>	<u>'√' if in place</u>	<u>ANY ADDITIONAL CONTROL MEASURES</u>	<u>RESIDUAL RISK RATING</u> <u>High (H), Medium (M), Low (L)</u>
Being too close to others in an enclosed space.	Councillors and Clerk to be seated 2M apart at separate tables.	√	Chair and Clerk to sanitise hands before arranging furniture before the meeting and after arranging the furniture.	L
	Councillors to arrive between 6.40 and 6.50 to ensure everybody arrives at staggered times.	√	All Councillors to be aware of this prior to the meeting.	L
	Councillors and Clerk to wear face coverings for the duration of the meeting.	√	All Councillors to be aware of this prior to the meeting.	L
	Members of the Public to arrive between 6.50-7.00 and to wear face coverings for the duration of the meeting.	√	This to be advertised with the Agenda and on website and Social Media.	L
	Members of the Public to be seated at least 5M away from Councillors in rows with 2M distance each way between them.	√	This to be advertised with the Agenda and on website and Social Media.	L
	Room to be well ventilated with windows and all doors open.	√	Clerk and Chair to do this on entry to the room at 6 pm.	L
	To reduce numbers of people attending the meeting - Members of the Public to ask questions prior to the meeting by sending the Clerk an email.	√	This to be advertised with the Agenda and on website and Social Media.	L

Transmitting Covid-19 on surfaces	Automatic sanitising machine at entrance to Hall for Councillors and Clerk and Members of the Public to use on entry.	✓	Chair to put into position at 6 pm.	L
	All Councillors to bring their own sanitiser for individual use. (Or use communal sanitiser on entry)	✓	All Councillors to be aware of this prior to the meeting.	L
	Agenda to be shared on the overhead screen to reduce transmission on paper and Councillors to ensure they take away their own paperwork at the end of the meeting.	✓	Clerk and Chair to put screen up and connect to laptop at 6 pm.	L
	Vice Chair (or another Councillor in the absence of the Vice-Chair) to be positioned at front door, greeting people, ensuring they have sanitised, are wearing masks and signing people in for 'Track & Trace' process.	✓	Vice Chair to be told this prior to the meeting.	L
	Toilets to be out of use for the duration of Council Meetings to reduce surface transmission, except for disabled toilet.	✓	All Councillors and Members of the Public to be aware of this prior to the meeting.	L
	Hall will be cleaned after meetings - JPC to clean tables and chairs and Memorial Hall Committee to clean hall, entrance and disabled toilet.	✓	Memorial Hall Committee to organise.	L
	Councillors will be provided with personal packs of tissues for individual use and Members of the Public will be provided with access to a box of tissues. A closed bin will be provided to dispose of used tissues.	✓	All Councillors and Members of the Public to be aware of this prior to the meeting.	L
	Councillors will be provided with Anti-bac wipes to wipe down their tables and chair at the end of the session.	✓	All Councillors to be aware of this prior to the meeting.	L

Members of the Public not able to attend or not wanting to attend with current guidance.	Members of the Public to ask questions prior to the meeting by sending the Clerk an email.	√	This to be advertised with the Agenda and on website and Social Media.	L
Possible Covid Cases	All Councillors and Clerk to complete a Lateral Flow Test on the morning of each meeting and send results to the Clerk.	√	All Councillors to be aware of this prior to the meeting.	L
	If a Councillor, the Clerk or a Member of the Public displays symptoms before the meeting, ensure that they do not stay to the meeting and ask them to get a PCR Test as soon as possible. If the result is positive, contact all people in the meeting to book a PCR Test and self-isolate until the results are returned. All areas to be deep-cleaned if this occurs.	√	All Councillors and Members of the Public to be aware of this prior to the meeting.	L
	If a Councillor, the Clerk or a Member of the Public displays symptoms during the meeting, ensure that they leave as quickly as possible and ask them to get a PCR Test as soon as possible. If the result is positive, contact all people in the meeting to book a PCR Test and self-isolate until the results are returned. All areas to be deep-cleaned if this occurs.	√	All Councillors and Members of the Public to be aware of this prior to the meeting.	L
	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.	√	All Councillors and Members of the Public to be aware of this prior to the meeting.	L

<u>ASSESSED BY:</u> Ray Evans - Clerk <i>Ray Evans</i> Elaine Field - Chair	<u>SIGNED:</u>	<u>DATE:</u> May 2021
<u>Councillors:</u> Angela Okey - Vice Chair Kate Easton John Clarke Jem Jones Gerald Easton Jacqueline Kingsnorth Greg White	<u>SIGNED:</u> <u>Via email</u>	<u>REVIEW DATE:</u> September 2021

