

## Brandon Parva, Coston, Runhall &amp; Welborne Parish Council – Face-to-face Meetings in Welborne Village Hall

**RISK ASSESSMENT**

<b>What are the Hazards?</b>	<b>Who might be harmed?</b>	<b>Controls Required</b>	<b>Do you need anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
<b>Spread of COVID-19 coronavirus</b>	Councillors, clerk and members of the public	<b>Sanitiser</b> available when entering the hall	Check availability of sanitiser and poster in place to remind people to use sanitiser	Bev	At each meeting	Sanitiser in place, poster to be produced
		<b>Track and trace</b> ensure everyone attending either scans QR code to register details on NHS app or contact details are taken	Check QR code in place	Bev	At each meeting	QR code produced for Parish Council
		<b>Cleaning</b> of tables and chairs before and after meeting	Check that cleaning spray and cloths available	Bev	At each meeting	Spray and cloths available, Bev to clean tables and chairs before and after meetings
		<b>Cleaning</b> of high use areas such as door handles, light switches and reception areas before and after meeting	Check that cleaning spray and cloths available	Bev	At each meeting	Spray and cloths available, Bev to clean high use areas before and after meeting

		<b>Social distancing</b> using government advice, determine number allowed in the meeting room at any one time	Determine layout so that either 2m or 1m plus mitigation (sitting side-by-side) can be maintained	Bev/Simon	At each meeting	Tables and chairs to be laid out to maintain social distancing
		<b>Wearing of masks</b> ensure masks are worn (by those who aren't exempt) when entering and leaving the room and whilst moving around the room	Depending on layout, determine whether masks will be necessary whilst seated	Bev/Simon	At each meeting	Masks to be worn at all times unless seated
		<b>Ventilation</b> ensure that windows and doors are open to allow sufficient ventilation		Bev/Simon	At each meeting	Open front and back door for good ventilation/air flow
		<b>Symptoms of Covid-19</b> anyone who has symptoms will be advised not to attend any meetings until after a safe quarantine period has elapsed				Poster on entry to remind attendees