



### COVID-19 SPECIFIC RISK ASSESSMENT FOR FACE TO FACE MEETINGS FROM 27<sup>th</sup> JULY 2021

What are the hazards	Who might be harmed	Controls considered	Actions to be taken
Spread of Covid-19 (Coronavirus)	11 Councillors	Travel	Attendees, wherever possible, travel to and from the meeting separately.
	Clerk	Entering the hall	The hand sanitiser supplied by the village hall must be used when entering the hall.
	District Councillors x 4	Set up of the Room to ensure social distancing	The room will be set up in advance of the meeting by the Clerk, Chairperson and Councillors. The Chairperson and the Clerk will sit at the far end of the room with councillors facing them. The desks will be set up 2 metres apart using the floor markings as guidelines. Additional chairs available for members of the public by the stage with clear access to the door if they choose to leave early.
	County Councillor	Maximum Numbers	The maximum number of people allowed in the main hall is 25, as stated in CKVH's special conditions of hire during Covid-19. Members of the public will be encouraged to let the Clerk know in advance of the meeting if they are planning to attend. If members of public arrive after we have reached capacity, they will be asked to leave.
	Members of the Public	Lateral Flow Tests Track and Trace	Councillors are encouraged to undertake Lateral Flow tests before attending parish council meetings. The Clerk to complete attendance list with members checking the minutes for accuracy. The Clerk to take contact details of any members of the public attending.
		Ventilation	The main hall windows will be open.
		Kitchen & Toilets	The Kitchen will be out of bounds, councillors will be encouraged to bring their own water if required. Toilets must be cleaned by individuals after use if used.
		Face coverings	Wearing of masks whilst moving around the hall, masks can be removed when seated.
		Paperwork	Councillors are encouraged to bring their own phones, tablets, laptops to access documents. Paper copies of the agenda will be placed on each councillor's desk prior to the meeting.
	Cleaning of furniture	Antibacterial cleaning wipes will be provided by the Council to enable councillors to clean the furniture they used and then put it away.	

Updated and Approved by Henock Parish Council at their Full Parish Council Meeting on Tuesday 13<sup>th</sup> July 2021.