



**COVID-19 SPECIFIC RISK ASSESSMENT FOR FACE TO FACE MEETINGS FROM 22<sup>nd</sup> MARCH 2022**

<b>What are the hazards</b>	<b>Who might be harmed</b>	<b>Controls considered</b>	<b>Actions to be taken</b>
Spread of Covid-19 (Coronavirus)	Councillors x 11	Entering the hall	The hand sanitiser supplied by the village hall will be available when entering the hall.
	Clerk	Set up of the Room	The room will be set up in advance of the meeting and the desks will be set up apart as space allows. Additional chairs will be available for members of the public at the far end of the hall.
	District Councillors x 4		
	County Councillor	Numbers	Members of the public will be encouraged to let the Clerk know in advance of the meeting if they are planning to attend, so we can monitor availability of space.
	Members of the Public	Lateral Flow Tests	Councillors and members of the public should stay at home if unwell. Those who have recently had COVID-19 should not attend the hall until they have two negative lateral flow tests on days 5 and 6 as a minimum.
		Face coverings	Wearing of masks whilst moving around the hall and when seated is optional and can be worn if felt to be appropriate.
Paperwork		Councillors are encouraged to bring their own phones, tablets or laptops to access documents. Paper copies of the agenda will be placed on each councillor's desk prior to the meeting.	

Updated and Approved by Henock Parish Council at their Full Parish Council Meeting on Tuesday 8<sup>th</sup> March 2022