

Risk Assessment

Face-to-Face Meetings

Venue: Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX

PARISH COUNCIL: BROOMFIELD AND KINGSWOOD

DATE OF RISK ASSESSMENT: 20/03/2023

What are the hazards	Who might be harmed	What are you already doing	Do you need to do anything else to control the risk?	Action by who?	Action by when?
Spread of Covid-19 Coronavirus – UK as a whole <ul style="list-style-type: none"> • People do not feel safe attending face to face meetings. • Government Guidelines 	<ul style="list-style-type: none"> • Clerk • RFO • Councillors • Members of the Public 	Members of the public with concerns over meeting face to face are encouraged to contact the Clerk prior to the meeting with written questions or queries to be raised.	Ensure use of hand sanitiser stations. Encourage lateral flow testing on the day of the meeting. Use of main hall instead of the Parker room to ensure social distancing can be implemented.	Clerk	
Spread of Covid-19 Coronavirus during room set up and dismantling	<ul style="list-style-type: none"> • Clerk • RFO • Councillors • Members of the Public 	Hand sanitiser stations are installed at the village hall. The village hall committee organise daily cleaning and high touch surfaces are wiped down regularly. Sanitise chairs and tables before meeting and again at the end of the meeting.	To permit the use of one toilet only during PC meetings. This is to be the disabled toilet. This reduces the amount of cleaning required. Councillors to sanitise their own chairs at the end of meeting. Chairs and tables to be set out before the meeting with correct social distancing applied.	Clerk RFO Councillors	
Spread of Covid-19 Coronavirus whilst travelling to the meeting	<ul style="list-style-type: none"> • Clerk • RFO • Councillors • Members of the Public 	When attending the meeting people should travel in cars separately if possible.		Clerk RFO Councillors Members of the public	

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Spread of Covid-19 Coronavirus when entering and leaving the meeting	<ul style="list-style-type: none"> • Clerk • RFO • Councillors • Members of the Public 	<p>Hands to be sanitised when entering and leaving the meeting.</p> <p>Social distancing guidelines to be adhered to at all times.</p> <p>One way system in place – entry via main reception area and exit via garden doors.</p> <p>When waiting to enter there are clear social distanced markers on the pavement outside that should be adhered to.</p>	<p>Where possible doors to be left open to prevent people touching door handles.</p> <p>Chairs to be positioned so that members of the public can easily leave the meeting in a social distanced way whilst limiting contact with Councillors.</p>	Clerk RFO Councillors Members of the public	
Spread of Covid-19 Coronavirus during meeting	<ul style="list-style-type: none"> • Clerk • RFO • Councillors • Members of the Public 	<p>Windows and doors to remain open to allow for ventilation.</p> <p>Face masks to be worn when not seated and when social distancing is not possible.</p> <p>Where possible when speaking the speaker shall ensure they do not directly face attendees.</p> <p>Shouting should be avoided where possible.</p> <p>Documents will not be circulated within the meeting. Where possible will be sent virtually before the meeting. Clerks laptop will be on display to allow documents to be displayed if necessary.</p>	<p>To help reduce the spread of coronavirus (COVID-19) by reminding everyone of the Government guidance advice - Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</p> <p>Posters, leaflets and other materials are available for display. These will be displayed at meetings.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow Government guidance. They will be asked to inform the Clerk of any test results.</p>	Clerk RFO Councillors Members of the public	