

Risk Assessment

Return to 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: 11/05/2021

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. • Rule of six • Government Guidelines 	<ul style="list-style-type: none"> • Clerk • RFO • Councillors • Members of the Public 	<p>The option to attend the meeting virtually is available.</p> <p>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.</p>	<p>Ensure agenda clearly states that if members of the public are not happy to meet face to face they should contact the Clerk ASAP with their concerns. The Clerk can then discuss with them the best way to attend the meeting.</p>	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 	<p>Hand sanitiser stations are installed at the village hall.</p> <p>The village hall committee organise daily cleaning and high touch surfaces are wiped down regularly.</p> <p>Sanitise chairs and tables before meeting and again at the end of the meeting.</p>	<p>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.</p> <p>Councillors to sanitise their own chairs at the end of meeting.</p> <p>Only Clerk and Chairman to be provided tables.</p> <p>Chairs to be set out before the meeting with correct social distancing applied.</p>	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 	<p>When attending the meeting people should travel separately.</p>		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 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>Members of the public to sit behind Councillors to ensure they can easily leave the meeting in a social distanced way whilst limiting contact with Councillors.</p>	<p>Clerk RFO Councillors Members of the public</p>	
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 except when speaking.</p> <p>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 and where possible will be sent virtually before the meeting. Clerks laptop will be on display to allow certain documents to be displayed where necessary.</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. These will be displayed at meetings. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance. They will be asked to inform the Clerk of their test result.</p>	<p>Clerk RFO Councillors Members of the public</p>	