

RISK ASSESSMENT FOR THE RESUMPTION OF PARISH COUNCIL MEETINGS IN PUBLIC

Risk Identified: To contain any spread of Coronavirus between members of the Parish Council and any attending members of the public.

Actions:

- Members of the Council will sit minimum of 1 metre apart
- When entering/exiting the hall, social distancing must be observed in any doorway/lobby space.
- Tables will be wiped before and after meetings with anti-bacterial wipes/sprays.
- Light switches, door handles and other common touch areas will be wiped before and after the meeting with anti-bacterial wipes/sprays.
- Any member of the public attending the meeting must leave contact details as per Government Track and Trace system.
- Members of the public will be seated minimum of 1 metre apart (unless from same household).
- Members of the public will not be permitted to approach the Council members whilst in the meeting.
- Members of the public will be asked to leave immediately the meeting has ended, and not permitted to stay in the hall to speak to councillors.
- Councillors will be expected to leave the building as soon as the meeting has ended, other than those assisting with wiping down areas.
- Any member of the Council who has been in contact with anyone who may be infected, or has symptoms of infection **must not attend the meeting.**
- Any member of the public who has been in contact with anyone who may be infected, or has symptoms of infection **must not attend the meeting.**
- Agendas and minutes will not be printed and circulated between Councillors, nor will they be circulated to members of the public.
- Agendas will be posted on the Council's notice board and on the web site 7 days prior to any meeting, together with any restrictions.
- All paperwork for the meeting will be circulated to members via e mail, and not at the meeting. Members are expected to print off their own agendas and paperwork to bring to the meeting and take all papers away with them after the meeting. **No paperwork to be left behind for others to collect up.**
- Members, Chairman and the Clerk will not accept any paper documents handed to them by other councillors or members of the public.
- Minutes for signing will be enclosed in plastic sheet, removed by the Chairman for signing and placed back in the plastic sheet, pens will not be shared or provided for that purpose.