



## YELVERTOFT PARISH COUNCIL

### RISK ASSESSMENT – HOLDING FACE-TO-FACE MEETINGS DURING THE COVID-19 PANDEMIC

Hazards	Who might be harmed	Controls required	Action by whom	Additional Controls Required	Action by whom	Action by time	Risk <span style="color: green;">●</span> Low risk <span style="color: yellow;">●</span> Medium risk <span style="color: red;">●</span> High risk
Contracting or spreading Covid-19	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Face coverings to be worn at all times unless someone cannot wear one for a medical reason.</li> <li>• No-one to be within 2m of another person. All tables/chairs to be 2m apart.</li> <li>• Everyone to sanitise hands before entering the building.</li> <li>• Meetings to be held outside if weather permits.</li> <li>• Anyone with any Covid-19 symptom(s) is not to attend the meeting.</li> <li>• Venue to have a Covid-19 risk assessment and carry out regular cleaning.</li> <li>• During set up and clear down face masks and gloves to be worn. Hand sanitiser can be used instead of gloves. All tables and chairs to be sanitised before use.</li> <li>• No kitchen facilities to be used. People to bring their own drinks if they wish.</li> </ul>	All attendees  All attendees  All attendees  Chairman / Clerk  All attendees  Clerk  All attendees  All attendees	<ul style="list-style-type: none"> <li>• Provision of gloves, hand sanitiser, and necessary cleaning materials by the Parish Council.</li> <li>• Those present at the meeting will be reminded by the Chairman to wear face coverings throughout the meeting, to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels if available when visiting the facilities. Use of hot air hand dryer is not permitted.</li> <li>• The first in and last out of the venue to sanitiser touch points such as door handles and light switches.</li> <li>• The Chairman to remind all present of the importance of social distancing both in the meeting and outside of it. Chairman will check to ensure this is adhered to.</li> </ul>	Clerk  Chairman  All attendees        Clerk        Chairman	At all times	All high risk  

		<ul style="list-style-type: none"> <li>• Only one person to visit the facilities at one time.</li> <li>• Contact details to be taken from members of the public attending the meeting for track and trace purposes.</li> <li>• Hand washing facilities with soap and water to be available. Drying of hands with disposable paper towels if available. Use of hot air hand dryer not permitted.</li> <li>• Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles and light switches.</li> <li>• If anyone becomes unwell with Covid-19 symptoms in the meeting, they will be sent home and advised to follow the stay at home guidance. If advised that a member of the Council or public has developed Covid-19 whilst in the meeting the Parish Council will contact the Public Health Authority and venue to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> <li>• Windows and doors to be open for the duration of the meeting.</li> </ul>	<p>All attendees</p> <p>Clerk</p> <p>All attendees</p> <p>Clerk</p> <p>All attendees</p> <p>Clerk</p> <p>Clerk</p>	<ul style="list-style-type: none"> <li>• Gloves provided by the Parish Council to be worn by those setting out and storing tables.</li> </ul>	Clerk		
Contracting or spreading Covid-19 –	<ul style="list-style-type: none"> <li>• Councillors</li> <li>• Clerk</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Any member of the public can attend and the Parish Council cannot prevent this.</li> </ul>		<ul style="list-style-type: none"> <li>• All members of the public be asked to inform the Clerk at least 5 days before the meeting if they wish to</li> </ul>	Clerk	Request to be published	

not being able to limit public numbers				attend a meeting so Council can ensure that the venue is large enough to accommodate everyone with social distancing in place.		on the agenda and any public who wish to attend are informed of the safety procedures.	
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