

WINKLEIGH PARISH COUNCIL

WINKLEIGH PARISH COUNCIL – FACE TO FACE PARISH COUNCIL MEETINGS RISK ASSESSMENT - For the purpose of attendance by those unable to comply with the requirements of remote meetings

HAZARD – CONTRACTION AND SPREAD OF COVID 19 VIRUS					
Who might be harmed	Controls Required	Additional Controls	Action By	Action When	Completed
<p>Employee – Clerk to Winkleigh Parish Council</p> <p>Councillors to Winkleigh Parish Council</p> <p>Members of the public and visiting Councillors</p>	<p><u>Preparation for Meeting</u></p> <ul style="list-style-type: none"> • Councillors, Clerk for the Council, members of the public and visiting Councillors are all expected to wear a face covering before entering the Village Hall. • Members of Parish Council advised to carry personal hand sanitiser gel if possible. • Social distance signs prepared for display at the meeting. • Whilst assessing the risk, additional measures such as PPE is only considered necessary when setting out and storing tables, but individuals may choose to wear gloves or face mask. • First to attend set out tables and chairs (whilst wearing face coverings and gloves) for the public/visitors with a 1.5 metre spacing which complies with 1 metre plus, recommended by the Public Health Agency During set up and clear away PPE must be worn as described below 	<p>Following Village Hall Committee Assessment, 7th September 2020 (See Appendix A)</p> <p>Provision of gloves and necessary cleaning material by Parish Council</p> <p>The first in the hall will wipe door handles and light switches used</p>	<p>Clerk Chair Councillors</p>	<p>Prior to commencement of meeting</p>	
	<p><u>Start and during Meeting</u></p> <p>Face Coverings to remain in place throughout the meeting.</p> <p>Social distancing to be maintained both in the meeting and outside of it.</p>	<p>Those present at the meeting will be reminded to wear face coverings throughout the meeting</p> <p>Those present at the meeting will be reminded to maintain social distancing and observe one way</p>	<p>Chair</p> <p>Chair</p>	<p>Start of Meeting</p> <p>Start of Meeting</p>	

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	<p>Contact detail taken from members of the public attending the meeting for track and trace purposes.</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels if available. • Use of hot air hand dryer not advised • Use gel sanitiser as an alternative in place <p><u>Close of Meeting</u></p> <p>Cleaning</p> <ul style="list-style-type: none"> • At the close of meeting, Councillors and Clerk will clean the table and chair used by them with antiseptic wipes. • Members of the Public or visiting Councillors will also be asked to wipe the chair they used. • Two Councillors will always be asked to volunteer to return the tables and chairs to the storage area following social distancing guidance and wearing gloves. • Wiping of all door handles and light switches with anti-bacterial wipes 	<p>system</p> <p>Contact and Trace form to be provided at entrance to meeting, to be checked against number of attendees to ensure compliance</p> <p>Those present at the meeting will be reminded 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 toilet. Use of hot air hand dryer not advised. Alternatively, use gel sanitiser available, provided by Parish Council</p> <p>Antibacterial wipes will be provided by the Parish Council for all present at the meeting.</p> <p>Those present to be requested to clean tables/chairs used with antibacterial wipes provided by the Parish Council before they are returned to the storage area. (Assistance will be provided if requested)</p>	<p>Vice-Chair or nominated Cllr</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Clerk or nominated Cllr</p>	<p>Start of Meeting</p> <p>Start of Meeting</p> <p>Immediately prior to any exclusion of the public and closing of meeting</p> <p>Following exit of all Cllrs and public</p>	
	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous</p>		<p>Chair</p>	<p>Immediately</p>	

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	<p>cough or a high temperature in the meeting, they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of the Council or public has developed Covid-19 whilst in the Village Hall, the Parish Council will contact the Public Health Authority 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.</p>	<p>Meeting will be temporarily suspended to allow for additional cleaning of areas and items the person came into contact with</p> <p>Notify Public Health Authority</p>	<p>Clerk</p>	<p>Immediately</p>	
	<p><u>Risk Assessment Review</u> A review of the assessment will be carried out prior to each meeting.</p>		<p>Clerk</p>	<p>Prior to issue of agenda</p>	