

Scaldwell Parish Council Risk Assessment for resuming face-to-face meetings: May 2021

What are the hazards?	Description of Risk	Who might be harmed?	Controls Required	Additional Controls	Action by Who?	Action by When?	Done
Spread of Covid 19 Coronavirus	1. Entering and leaving meeting: Close proximity to other members and the public entering and leaving the meeting and contact with doors.	<ul style="list-style-type: none"> • Council staff • Councillors • Members of the public 	<p>Members to enter the meeting and leave in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival.</p> <p>Controlled, socially distanced, one by one, entry by other attendees.</p> <p>Anyone with a temperature, showing any symptoms of COVID 19 or feeling unwell asked not to attend.</p>	<p>Provision of hand sanitiser.</p> <p>Attendees encouraged to undertake lateral flow tests ahead of attending the meeting.</p>	Designated person to ask members of the public to form an orderly queue 2m apart outside and be admitted one by one.	Before meeting	
	2. Room Set up and Dismantling: Transmission from setting		Sanitise chairs before meeting and again at the end of the meeting before	<p>No tables to be used.</p> <p>Provision of wipes.</p>	Each councillor to sanitise their own chair before and	At meeting	

	out the chairs to hold the meeting		storage, sanitise other facilities after usage.	Chairs to be set out at least 2m apart and not facing each other.	after use. Designated person to sanitise any other chairs used by members of the public.		
	3.Meeting Environment: Transmission through air and touch.		Socially distanced seating arrangement. Windows and doors to be left open to facilitate the free flow of air though the meeting room.	Masks to be worn.	All attendees to wear masks. Designated person to ensure air flow.	Before, when setting up and at meeting	
	4. Conduct of Meeting		Councillors, clerk and public to remain socially distanced at all times. Wearing of masks. Shouting to be avoided. The circulation of paper	Chairman to adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest. Clerk to complete attendance list to	Chairman Clerk	During meeting.	

			documents to be suspended. Meeting conducted swiftly and lengthy items not requiring immediate decision deferred where necessary.	assist with track and trace.			
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