

**Copythorne Parish Council - COVID-19 Risk Assessment for resuming face-to-face meetings**

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1. Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, toilets, doors.	<p>Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation provided for users of ancillary areas (toilets, kitchen, office).</p>	<p>Areas of the hall used are to be fully sanitised after use. (items to be considered include chairs, tables, floors, light switches, door plates, toilets,)</p> <p>Only one toilet is in use during PC meeting evenings to reduce cleaning needed.</p> <p>Tables and chairs for members are to be placed so as to maintain social distancing.</p> <p>Separated chairs for the public are to be placed so as to maintain social distancing.</p>
2. Risk of transmission between members and/or public	<p>Transmission from infected party.</p> <p>Potential for asymptomatic transmission of COVID-19</p>	<p>Non-attendance if infected or displaying symptoms.</p> <p>Use of Lateral Flow Tests</p>	<p>No one displaying COVID-19 symptoms should attend.</p> <p>Clerk will undertake a Lateral Flow Test on the morning of the meeting.</p> <p>Members are encouraged but not obligation to undertake Lateral Flow Tests on the morning of the meeting.</p>
3. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	<p>Attendees, wherever possible, travel to and from meetings separately.</p> <p>Where this is not possible members to follow the guidelines for using shared transport.</p>	

4. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	<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>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p>	<p>Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets. Tables and chairs not to be moved.</p> <p>Hand sanitiser will be provided at entrance to the Hall for members and the public to use.</p> <p>Public to enter Hall one by one and shown where to sit. The chairs will be arranged in the Main Hall so as to allow the public to address the meeting without needing to leave their allocated seats.</p> <p>Hall Committee has already added signage regarding this.</p>
5. Meeting Environment	Transmission through air and touch.	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p>	<p>The considered safe capacity for the main room at Copythorne Parish Hall with social distancing for a Council Meeting is:-</p> <ol style="list-style-type: none"> <li>1. 7 members and clerk in line across the room.</li> <li>2. 10-15 members of the public in allocated chairs</li> </ol> <p>Fire exit doors to be left open.</p>
6. Conduct of Meeting	Transfer though touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p>Public to address meeting from allocated seat</p> <p>If required, 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.</p> <p>Shouting increases the range of airborne particulates.</p> <p>Members should use Council tablets as much as possible. OHP will be used to display papers where possible.</p>

7. Wider Issues	Members may not feel safe attending face to face meetings.	Examine technological solutions to facilitate virtual attendance at meetings.	<p>Unless there is a change in the law, members attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes.</p> <p>Need to keep meeting “moving” so it does not last longer than necessary – NALC/HALC &amp; SLCC advice.</p> <p>Need to examine what technical solutions are available; possible; and at what cost?</p>
8. Tracking of attendees	<p>Track &amp; Trace Registers</p> <p>Subsequent reports of symptoms</p>	<p>Need to take contact details of any members of the public attending who are unable to use the NHS Track and Trace App.</p> <p>Members and the public to be reminded to contact the Clerk should they subsequently test positive for COVID-19.</p>	<p>Clerk to ensure that “Track and Trace” details for all members and the public are obtained. Any details manually gathered from the public to be destroyed 21 days after the meeting.</p> <p>Upon receipt of any such reports Clerk to liaise with NHS “Test and Trace” as required.</p>

Risk Assessment compiled by David Rigby, Clerk to Copythorne Parish Council, June 4<sup>th</sup> 2021