

Woodmansey Parish Council

Covid 19 Risk Assessment for Parish Meetings from May 2021

Introduction

In light of the removal of legislation allowing remote meetings to have the powers of authority, and the reintroduction of face-to-face meetings, Woodmansey Parish Council recognises the ongoing risks due to the continued pandemic, both to Parish Cllrs and to members of the public.

Therefore, the Parish Council is issuing the following control measures with regard to all meetings of the Parish Council which will be an (temporary) addendum to the Standing Orders – as such, all Parish Cllrs and members of the public attending Parish Council meetings must observe the measures.

The measures are based on the principles of Covid prevention and control as forwarded by HM Government and the NHS



Control Measures for All Parish Council Meetings

Space: (1) Maintain social distancing	<ul style="list-style-type: none">• Social distancing guidelines apply to all parts of the Hall, not just the area where Cllrs and members of the public are meeting. This includes, entrances, and exits, toilets etc.• Cllrs and members of the public will be seated with 2 metre distance between them – no seats must be moved.• Socialising is discouraged when in the building until seated – Cllrs and members of the public should go straight to their seats upon arrival.
Space: (2) Managing flow of people	<ul style="list-style-type: none">• Cllrs and members of the public should avoid arriving and leaving in groups outside of any social bubbles.• Due to the layout of the village hall, it is unnecessary to create a one-way system to enter and leave the Hall, however all attendees should give due consideration to the movement of others in order to maintain suitable social distancing.•

<p>Hands: Increase the frequency of handwashing and surface cleaning.</p>	<ul style="list-style-type: none"> • The meeting room tables, chairs and door handles will have been sanitised prior to the meeting. • This will be repeated after the meeting. • The Parish Council will ensure hand sanitiser is available upon entering the building and also within the meeting room. • Cllrs and members of the public are encouraged to bring hand sanitizer with them to the meeting.
<p>Face: Face Mask Wearing and ventilation</p>	<ul style="list-style-type: none"> • Cllrs and members of the public must wear a facemask upon entering the building and meeting room – these can only be removed when seated. • The Clerk will open the windows in the meeting room prior to arrival of Cllrs and the public. • All doors will be left open to ensure a through air and also removing the risk of persons touching the door handle.
<p>Additional Items</p>	
<p>Minimising the duration of potential exposure: Keep the meeting time as short as possible.</p>	<ul style="list-style-type: none"> • The Clerk should ensure Cllrs are fully briefed on all agenda items prior to the meeting and in effect the only discussion will be to carry out a vote on the item. • Where appropriate the Chair may provide a summary of the issue • All procedural reports should have been provided to Cllrs prior to the report and the meeting should be for Cllrs to approve said reports
<p>Minimising the potential for cross contamination: Meeting Documentation and handouts</p>	<ul style="list-style-type: none"> • Documentation will not be provided at the meeting and Cllrs should bring copies of relevant paperwork to the meeting and take with them when they leave. • The Clerk will present the documentation where possible on screen.
<p>Clinically vulnerable Persons</p>	<ul style="list-style-type: none"> • Cllrs and Members of the Public identified as 'Clinically vulnerable' should identify themselves to the Clerk and where required, an alternative to face-to-face attendance will be explored.
<p>Managing the number of attendees</p>	<ul style="list-style-type: none"> • Public attendance at the meeting will be limited to a maximum of 5 persons until further notice. • Attendance needs to be advised to the Clerk prior to the meeting and the first five contacts will be accepted.