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**Barkham Parish Council - COVID-19 Face to Face Meeting Risk Assessment**

**COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.**

A copy of this risk assessment is to be published on the Website and noticeboards along with the agenda for the meeting, and will be sent to all attendees of the meeting. Hard copies will also be available at the meeting for those that attend.

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| **Risk** | **Description of Risk** | **Additional Controls** | **Comments / Questions** |
| Room Set up and dismantling | Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, toilets, doors, hall. | **Cleaning** Sanitise chairs and tables before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.Frequently cleaning and disinfecting objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.Disinfecting wipes to be made available in toilet area and kitchen to clean high touch surfaces after use.**Ventilation** All Windows to be opened and door pinned open to allow the venue to be appropriately ventilated whilst in use.**Social Distancing** Reducing the number of persons in any meeting room to comply with the current legislation. Adhering to the Government advice regarding the number of people allowed in the meeting room at any one time. Consider the layout of the meeting room to reduce the number of attendees being face to face.Social distancing guidelines (2m) apply to all parts of the building, not just the area where attendees are meeting. This includes entrances and exits, toilets etc. Use of signage to remind attendees to keep their distance from other attendees wherever possible. Floor, wall and table signs should be used.  | The main hall to be fully sanitised after use, including the chairs, tables, floors, light switches, door plates, toilets, includes: toilet / chain, sink and taps, door handles and floor. The Cleaners of the Community Centre to undertake this.Only one toilet is in use during PC meeting evenings to reduce cleaning needed.Tables and chairs to be set out in horseshoe shape to avoid people facing each other.Members to sanitise their own chairs using cleaning equipment provided.Members encouraged to bring layers in case it is cold (to ensure windows can remain open) |
| Travelling to and from meeting |  Transmission through the sharing of transport whether private or public | **Attendees** Attendees, wherever possible, travel to and from meetings separately.Where this is not possible members to follow the guidelines for using shared transport |  |
| Entering and leaving the meeting | Close proximity to other members and the public entering and leaving the meeting and contact with doors. | **Social Distancing** Members to enter the meeting and leave in an orderly socially distanced way.Hands to be sanitised on arrival.Controlled, socially distanced, one by one, entry by other attendees. Attendees to be reminded of the importance of social distancing, both in the meeting room and outside of it. Notices to be erected on entry to meeting regarding social distancing and **the wearing of masks whilst entering, exiting and moving around the hall.**Provision of sanitiser at entrance to meeting. | 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. Will need to mark out 2m distancesThe chairs to be arranged in the Main Hall to allow the public to address the meeting without walking past everyone, along the rear of the hall.PPE to be available.Remaining behind to chat after clear-up is done should be discouraged |
| Meeting Environment | Transmission through air and touch. | **Social Distancing** Socially distanced seating arrangement (2m distance).Windows and interconnecting doors to be left open to facilitate the free flow of air though the meeting room.**Hand Washing** Hand washing facilities with soap and water in place. Drying of hands with disposable paper towels Gel sanitisers in any area where washing facilities are not readily available Attendees should also be reminded to catch coughs and sneezes in tissues – follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues available in meeting room.  | Calculated capacity for an ‘active’ activity with social distancing is 15. Seated is 20. Need plan of chairs and tables set upSuggest members stand when addressing the meeting so their voices will carry better. |
| Conduct of meeting | Transmission through air and touch. | **Social Distancing** Members and public to remain socially distanced (2m) at all times.**Attendees** Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted and kept to essential decision and reporting items only to ensure meetings are kept to a minimum timeThe sharing of pens, documents and other objects should be avoided.Shouting to be avoided.No provision of refreshments (members to bring their own if required)QR code for track and trace purposes to be displayed or alternatively, if attendees do not have the app, a register of attendees and their contact details to be kept for track and trace purposes for a period of 21 days after the meeting. **Wearing of Masks** Wearing of masks on arrival, departure and when moving around, but not required when seated. Note: Guidance is 1-2m with mitigation, so masks may be required in order to achieve sufficient capacity | 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 or Assistant Clerk to complete attendance list (no shared pen/paper) |
| Wider issues | Members do not feel safe attending meetings face to face meetings | **Attendees** Consider agreeing attendance to achieve a meeting quorum and accepting apologies from members who feel less safe / do not wish to return until restrictions are lifted / vaccinations completedIf advised that an attendee of a past meeting has developed COVID-19 and were recently on the premises, then all other attendees will be informed of the situation and advised to self-isolate. |  |
|  | Track & trace | **Recording**Need to take contact details of any members of the public attending.Encourage using smartphones to record this, not sharing pens etc. (QR codes are on display) | Track and Trace details to be kept for 21 days after the meeting to assist with informing attendees should a positive case be advised after the meeting and attendees will be advised to self-isolate. |
|  | Symptoms of Covid-19 | **Symptoms of COVID-19** If anyone has COVID symptoms with a new continuous cough or a high temperature, then they will be advised not to attend any meetings until after a safe quarantine period has elapsed.  | Statement to be included on the agenda for the meeting to advise attendees of not attending if they have symptoms of COVID-19. |
| Testing | A-symptomatic transmission |  **Lateral Flow tests** As these tests are now freely available consideration should be given to all meeting participants to have a test within 48 hours of a meeting. | Lateral flow tests can now be ordered from the gov.uk website (2 tests per person, per week). Available from the following website: https://www.gov.uk/find-covid-19-lateral-flow-test-site  |