

## Badgworth Parish Council Covid 19 resuming face to face meetings risk assessment

**Updated November 2021 – Carried out by Helen Marshall – Clerk**

In addition to this risk assessment any Councillor or member of staff that do not feel safe attending a meeting, due to medical grounds or risk to immediate family Members will not be required to attend and absence will be authorised – This policy to be reviewed at every meeting based on the latest Government guidance and case numbers.

Prior to any meeting all attendees are encouraged to carry out a lateral flow test and received the results to protect everyone attending and to prevent the spread of COVID-19 – tests are available free to everyone follow link for information:

<https://www.gov.uk/find-covid-19-lateral-flow-test-site>

RISK	WHO MIGHT BE HARMED	CONTROL REQUIRED	ADDITIONAL CONTROL	BY WHOM
Spread of Covid-19 Coronavirus	Anyone present at the meeting and close contacts	<b>Hand Washing</b> <ul style="list-style-type: none"><li>• Hand washing facilities with soap and water in place</li><li>• Stringent hand washing taking place</li><li>• Gel sanitisers available on entry to the building</li></ul>	Everyone who attends the meeting encouraged to either use the hand sanitiser provided on arrival or wash their hands on for 20 seconds with water and soap. Everyone is also reminded to catch coughs and sneezes in tissues – Take tissues home with you.	Everyone
		<b>Cleaning</b> Before and after each meeting, cleaning and disinfecting objects and surfaces that		Everyone clean their

		are touched particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.		<b>individual chair/table.</b>  <b>Clerk clean door handle/light switches when locking up</b>
		<b>Socially Distanced seating</b> Social Distancing – recommended by the government.	All attendees to take personal responsibility for the importance of social distancing both at the meeting and outside of it.	<b>Everyone</b>
		<b>Symptoms of Covid-19</b> If you are feeling unwell do not attend the meeting. If anyone becomes unwell with a new continuous cough or a high temperature during the meeting, they will be sent home and advised to follow the stay-at-home guidance.		<b>Clerk</b>
		<b>Equipment</b> Councillors are advised to bring their own Council papers or electronic device to view papers.		<b>Everyone</b>
		<b>Social Distancing</b> Seating to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Face coverings		<b>Everyone</b>

		are encouraged but cannot be compelled to be worn		
		<b>Ventilation</b> Windows to be kept open during the meeting in accordance with government recommendation.	<b>This will be noisy – please accept that attendees may need to repeat themselves to be understood.</b> <b>This may make the room cold – heating will be turned on and warm clothes should be worn</b>	<b>Everyone</b>