



## CLAYDON & WHITTON PARISH COUNCIL

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### RISK ASSESSMENT Covid 19 – Face to Face Meetings

This COVID-19 Risk Assessment has been carried out using guidance and best practice from Government, NALC, SALC and other key sources. It focusses on the specific risks arising from the coronavirus pandemic and the return of face-to-face meetings.

Organised permitted gatherings are allowed to have either 1000 people attending or 50% of the capacity of the building/room.

The Village Hall capacity for a Parish Council Meeting or Committee is: 32

Risk Assessment carried out by: Charmaine Greenan, Parish Clerk

Date 25<sup>th</sup> May 2021

What are the hazards	Who might be harmed	Controls required	Additional Controls	Action by Who	Action by When
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"><li>- Council employee</li><li>- Councillors</li><li>- Public</li></ul>	<u>Social Distancing</u> 1 metre distance with the following risk mitigations: Masks; Regular use of hand sanitiser; No sharing of pens or paper; Surface cleaning of tables before meeting starts;	Posters to remind people to socially distance, to wear masks and use hand sanitiser.	Parish Clerk / Councillors / Attendees	Before, during, and after meeting

		<p>Ventilated room</p> <p>2 metre distance if masks are not able to be worn with the following risk mitigations:  Regular use of hand sanitiser;  No sharing of pens or paper;  Surface cleaning of tables before meeting starts;  Ventilated room</p> <p><u>Cleaning</u></p> <p>Surfaces that are touched regularly particularly in areas of high use such as door handles and light switches are cleaned using appropriate cleaning products and methods.</p> <p>Table and chair surfaces will be cleaned before and after meetings.</p> <p><u>Ill-health</u></p> <p>If anyone shows symptoms of Covid-19 they must not attend the meeting and follow the stay-at-home guidance. Anyone displaying symptoms of Covid-19 will be asked to leave the meeting.</p> <p><u>Lateral Flow Tests</u></p>	<p>Masks and hand sanitiser available.</p>	<p>Parish Clerk</p> <p>Parish Clerk, Councillors / Attendees</p>	<p>Before and after meeting</p> <p>Before and during meeting</p>
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		<p>Recommend lateral flow tests to be taken up to 3 days before meeting and if positive must not attend meeting.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a> to order tests for delivery or to find out where to collect tests / testing centres.</p> <p><u>NHS Test &amp; Trace</u>  Everyone attending must either scan the QR Code or give their name and telephone number to the Parish Clerk. These details will only be used in the event of an outbreak and will be held for 28 days only.</p>		<p>Parish Clerk / Councillors / Attendees</p> <p>Parish Clerk / Councillors / Attendees</p>	<p>Before meeting</p> <p>Before meeting</p>
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