

Lyng Parish Council – Risk Assessment Council Meetings

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid 19 - Coronavirus	Lyng Parish Councillors Lyng Parish Clerk District & County Councillor Members of the public	<p>Reason Council unable to hold remote virtual meeting from 7th May 2021. Up to date guidance sought from GOV.UK website</p> <p>Preparation for Meeting Councillors, Clerk, members of the public and District and County Councillor are all expected to wear a face covering before entering the Hall and continue to do so until seated.</p> <p>One way system in place where possible with hand sanitiser gel at entrance and exit.</p> <p>Members of the Parish Council advised to carry personal hand sanitiser gel if possible.</p> <p>Social distance signs in place at the hall.</p> <p>First to attend to set out tables and chairs (plastic) with a 2M spacing</p> <p>Lateral Flow tests</p> <p>At Meeting Face coverings to remain in place where a 2m distance is not maintained. Contact details taken from members of the public attending the meeting for track and trace purposes. Social distancing signage displayed. Use gel sanitiser</p>	<p>Risk assessment for Lyng Village Hall already in place.</p> <p>Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time.</p> <p>The sharing of pens, documents and other objects should be avoided.</p> <p>As these tests are now freely available. All meeting participants are asked to take a test prior to attending a meeting.</p> <p>Those present at the meeting will be reminded by the Chair to wear face coverings when moving about and to sanitise their hands when entering and leaving the hall. Attendees to be reminded that wearing of masks does not prevent people from contracting COVID but is a measure to reduce the risk.</p>	<p>Councillors / Clerk</p> <p>Councillors / Clerk</p> <p>Chair</p> <p>Clerk</p>		

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		<p>Ventilation Ensure the hall is well ventilated i.e. have windows / doors open</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, tables and chairs.</p>	<p>Antibacterial wipes will be available.</p> <p>Door handles and light switches to be wiped with antibacterial wipes before and after the meeting</p>	Clerk		
		<p>Social Distancing Social Distancing – Councillors should be seated 2m apart. Ensure chairs for use by Public and visiting Councillors are arranged spaced at a distance of 2M, which</p> <p>Close of Meeting At the close of meeting, Councillors will clean their table and chair used by them with antiseptic wipes. Members of the Public or visiting Councillors will also be asked to wipe the chair used.</p> <p>Two Councillors will be asked to volunteer to return the tables and chairs to the storage area as required following social distancing guidance</p> <p>Symptoms of Covid-19 If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until after a safe quarantine period has elapsed. If advised that an attendee of a past meeting has developed COVID-19 and were recently on your premises, then all other attendees should be informed of the situation and advised to self-isolate.</p> <p>Risk Assessment Review A review of the assessment will be carried out prior to each meeting</p>	<p>Attendees to be reminded of the importance of social distancing, both in the meeting room and outside of it.</p> <p>Use of signage to remind attendees to keep their distance from other attendees wherever possible.</p> <p>Antibacterial wipes will be provided by the Parish Council for all present at the meeting</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p>		

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Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 require that the person responsible for organising the gathering has carried out a risk assessment and has taken all reasonable measures to limit the risk of transmission taking into account the risk assessment.

The agenda will include the following;

As the Covid pandemic is still ongoing, the Council kindly requests that people continue to follow Government advice and take the appropriate precautions.

And under public participation; *In light of the current increase in Covid cases, members of the public are encouraged to make written representations on issues rather than attending in person*

Risk assessment reviewed prior to Council meeting 19th January 2022