

Risk assessment – Resumption of Council Meetings from 20th October 2021

Offwell Parish Council

Assessment carried out by: Adrian Jenkins,

Clerk to Offwell Parish Council

Date assessment was carried out: 14th October 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Members of the Parish Council • Clerk to the Council • Members of the East Devon District Council • Members of Devon County Council • Members of the Public 	<p>Decision made to change the venue for Council meetings to the Village Hall, as the Hall is bigger enabling safe social distancing to be maintained with less congestion, has a higher ceiling with a larger volume of air, Windows at high level can be opened to let in fresh air helping to avoid draughts.</p> <p>Also, the Hall is larger so this allows for consideration of anyone who is Clinically Extremely Vulnerable, for whom the advice to shield has been lifted. They may feel cautious about attending a Council meeting but the Hall will allow those people extra space so they can sit further away from</p>	<p>Rigorous checks will be carried out to ensure that the necessary cleaning procedures are followed before and after the meeting.</p>	<p>Members of the Parish Council & Clerk to the Council</p>	<p>7.00pm on the evening of the meeting.</p>	

		<p>others and feel safer.</p> <p>Cleaning –</p> <p>The Village Hall has carried out a risk assessment and put in place a cleaning protocol.</p> <p>Procedure;</p> <p>Prior to Hire of the village Hall, the Hall has already been cleaned/disinfected by the Village Hall 's cleaner.</p> <p>Prior to the meeting, the disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, chairs & tables and reception areas using appropriate cleaning products and methods</p>				
--	--	---	--	--	--	--

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Hand Sanitising Station – A table will be placed in the foyer providing hand sanitiser and must be used before entering the meeting area.</p>	To be monitored by the Chair and the Clerk until the start of the meeting.	Members of the Parish Council & Clerk to the Council	7.00pm on the evening of the Meeting	
		<p>Social Distancing - Reducing the number of persons in any work area to comply with the 1m+ metre (3.25 foot) gap recommended by the Public Health Agency https://www.gov.uk/</p>	The meeting area has been assessed to accommodate 8 Members of the Council plus the Clerk at 1m+ apart plus up to 60 members of the public seated 1m+ apart.	Clerk to the Parish Council	7.00pm on the evening of the meeting.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>All attendees to remain in their seats at all times. All opening windows and doors along the side of the room will remain open before and during the meeting and main entrance and foyer doors Should social distancing be deemed to be compromised during the meeting, the meeting will be closed forthwith. More attendees than the area has been assessed to safely comply with the 1m+ rule, will result in the closure of the meeting forthwith. Paperless meeting. No papers/documents to be provided by the Clerk at the meeting. There will be no handling of papers or other materials by more than one person.</p>	<p>The Chair and the Clerk to the Council</p>	<p>7.00pm on the evening of the Meeting.-</p>	

		<p>PPE – All attendees are recommended to bring and wear a mask (particularly in enclosed spaces such as the foyer and toilets), use hand sanitiser provided (and bring their own hand sanitiser if they prefer.</p> <p>Cleaning – Procedure; Afterwards disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, chairs & tables and reception areas using appropriate cleaning products and methods.</p>	<p>Rigorous adherence to the procedures must be applied.</p> <p>If procedure is not adhered to, an attendee will be asked to leave the meeting.</p> <p>In the event that the health and safety of the meeting and attendees has been compromised, the meeting will be closed forthwith.</p> <p>Rigorous checks will be carried out to ensure that the necessary cleaning procedures are being followed.</p>	<p>T</p> <p>The Clerk to the Council and Members of the Council</p> <p>Members of the Parish council and the Clerk to the Council</p>	<p>At the finish of the meeting</p>	
--	--	--	---	---	-------------------------------------	--

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Symptoms of Covid-19</p> <p>No person to attend the meeting if they or anyone in their household has had Covid-19 symptoms in the last 7 days.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the 7 days following the meeting, they must advise the Clerk or Chair and are advised to follow the stay at home guidance.</p>	<p>Make sure that any documentation notices for the meeting states that any person proposing to attend the meeting MUST NOT DO SO IF THEY OR ANYONE IN THEIR HOUSEHOLD HAS HAD Covid-19 symptoms in the last 7 days.</p> <p>Contact Tracing - Attendees must leave contact details prior to the start of the meeting or use the building QR Code.</p>	All Attendees	7.00pm on the evening of the meeting.	