

## RUISHTON & THORNFALCON PARISH COUNCIL

### COVID-19 RISK ASSESSMENT

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Below is a risk assessment in preparation for a face-to-face meetings which gives consideration to what the council will do to reduce risk to councillors, public and staff as follows:

- Provide hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself.
- Provide sanitiser for sanitising tables and chairs.
- Staggering arrival and exit times for staff, councillors and members of the public.
- Placing seating at least 2-metres apart.
- Ensure everyone wears a face mask.
- Holding paperless meetings where possible.
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.
- Arranging seating so people are not facing each other directly.
- Choosing a venue with good ventilation, including opening windows and doors where possible.
- The Hall Management Committee has identified the venue's maximum capacity of 30 taking into account the need for social distancing.
- Should the number of people attending the meeting be more than 30, (including Councillors, County & District Councillors and the Clerk) the agenda may be varied to allow the public to hear the debate on the item for which they have attended. If all members of the public attending for one particular item result in there being more than the maximum number of people allowed in the main hall, the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions. One such way of dealing with the matter is for the meeting to adjourn to the village hall car park where social distancing **could** be reduced to 1.5m.
- Members of the public will be encouraged to submit questions via email which will be read out at the meeting, rather than attending in person.
- Ruishton Village Hall does have an NHS QR code to support test and trace and all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure.
- The Clerk will keep contact details of all attendees for those without a test and trace procedure to be kept for 30 days in the event of confirmed case.
- Encourage attendees to carry out a Lateral Flow Test before they attend and only attend with a negative result.