

Risk Assessment Form

Activity: Return to Face-to-Face meetings on 6th September 2021

Assessment Date: 02 11 21

Review Date: Nov 22

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Spread of Covid-19	All	Encouraging everyone to take Covid 19 tests at home in advance of meetings	<p>Hand sanitising upon entry downstairs in the reception area,</p> <p>Social Distancing is not possible for Parish Council meetings in the Boardroom.</p> <p>Ensuring face masks are worn in accordance with government guidance at the time.</p> <p>Holding paperless meetings i.e., avoiding handing around papers at the meeting.</p> <p>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.</p> <p>Allowing for good ventilation, including opening windows and doors where possible.</p> <p>If a track and trace system is still a government requirement, to put up an NHS QR code to support test and trace and request all attendees to register using that</p>	<p>Increasing levels of Covid in this community led to the decision of the Parish Council to resort back to Zoom consultation meetings from November – December 2021, with face-to-face meetings in the car park the following day to ratify the decisions.</p> <p>Meetings will go back to face to face meetings in boardroom in January 2022, as set out in the column to the left, unless circumstances dictate otherwise.</p>	Low to High depending on the current spread of Covid.	

app. Those without access to the app should register their attendance via a written note of name and contact telephone number in

To set up a Zoom link using the laptop in the Boardroom in order to give the public another means of attending the meeting. Note: If Councillors access the meeting via Zoom then they do so in the capacity of a member of the public and are not allowed to take part in discussion or vote.

The council must understand and ensure it is acting in compliance with the latest government **safer workplaces guidance**

Managing staff:

Councils should consult with staff (ask for and consider their views to try and reach an agreement) about preparations for face-to-face meetings.

The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government **safer workplaces guidance**

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Assessor's signature:
Date:

Clerk's signature
Date: