# Risk assessment on Face to Face Council meeting during Covid-19

## Company name: Great Waltham Parish Council Assessment carried out by: W. Adshead-Grant

## Date of next review: 16-05-2021 Date assessment was carried out: 08-05-2021

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Transfer of Covid 19** | Staff, members and Public | Wipe down all surfaces including Chairs and tables with anti-bacterial wipes . | Provide hand sanitiser at entry and exit point.  Minimise touching any surfaces and switches. | Cleaner | Before the meeting |  |
| **Transfer of Covid 19** | Staff, members and Public | Staggering Arrival and exit times | One way entry and exit | All | Before the meeting |  |
| **Transfer of Covid 19** | Staff, members and Public | Place seating 2 metres apart | All seats arranged so that no one faces each other | All | Preparation for the meeting |  |
| **Transfer of Covid 19** | Staff, members and Public | Mandatory Face Masks | Keep doors and windows open | All | During the meeting |  |
| **Transfer of Covid 19** | Staff, members and Public | Paperless Meeting | No sharing of paperwork and individuals must take away for disposal.  Bag and dispose of any waste. | All | During and after the meeting |  |
| **Transfer of Covid 19** | Staff, members and Public | Confirm the maximum number of attendees | Limit the number via agenda and head count- Maximum 28 in Village Hall | Clerk and Chairman | Before the meeting | completed |
| **Transfer of Covid 19** | Staff, members and Public | Reduce the Agenda to the minimum | Consider reducing the maximum meeting time to one hour. | Clerk and Chairman | Before and during the meeting |  |
| **Transfer of Covid 19** | Staff, members and Public | Public to be asked to send in questions rather than attend. | Consider Council Members do not attend – suggest 50% required for the meeting | Clerk and Chairman | Before the meeting |  |
| **Transfer of Covid 19** | Staff, members and Public | Keep a record of all attendees. (name and contact number) – use NHS QR Poster at entrance. |  | Clerk | During the meeting |  |