

Justification for holding 'in person' meetings and Associated Risk Assessment.
Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX

FROM NALC.GOV.UK (ACCESSED 16/7/2020).

Where a local council does have an identified need to hold a physical meeting, as they are unable to conduct council business any other way, they can consider doing so from 4th July. These meetings must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting.

It is important that this risk assessment is carried out, and any identified actions to reduce risk to attendees are implemented before any face to face meetings resume. Councils must keep documentation of this risk assessment and the reasons why the council has taken the decision to return to face to face meetings.

JUSTIFICATION

It is not felt that all councillors and members of the public would be able to be included in a video conference, for this reason and with the relaxation of the lockdown it is now possible to go ahead with an 'in person' meeting including public participation subject to a suitable risk assessment being prepared and identified measures implemented.

COVID -19 RISK ASSESSMENT FOR KIRKBY STEPHEN PARISH COUNCIL MEETINGS

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. The virus can be transmitted person to person by air or touch.

National alert status, level 3. A Covid-19 epidemic is in general circulation, localised outbreaks are likely to occur.

Town Council Meetings will be held in the Masonic Hall, North Road where the size of the room means that effective social distancing can be maintained this risk assessment applies only to the use of the Masonic Hall, North Road. Kirkby Stephen.

Prepared by Clerk/Chairman 16 July 2020.

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Hazard	Who might be harmed	Controls required	Additional Controls	Action by Whom?	When
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Hand Cleaning	Sanitiser station established outside the building. All participants will sanitise their hands before entering the building. Sanitiser will be available in the main hall and may be used at will during the meeting.	All	On entry During proceedings
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Sanitising of surfaces and touch points	Prior to the meeting the Hall will be prepared. Touch points such as door handles, furniture in use will be sanitised. After the meeting is over furniture will be cleaned and put away wearing disposable gloves	Clerk	Prior to the meeting / after the meeting
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	People declaring symptoms will not be admitted to the meeting.	Attendees declare on entering the building that they are free of the symptoms of coronavirus as follows: 1. A new persistent cough 2. A high temperature 3. A loss of taste or smell	All	Prior to entering the building
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Social Distancing	Councillors, the clerk and the public will maintain a 2-metre distance from each other for the duration of the meeting.	All	On arrival, during the meeting and on departure
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	One-way system	Councillors and the public enter the building at one door (off the Masonic hall garden at the junction of Silver Street and North Road) and leave by another (Exit to Arch on North Road)	All	On arrival and departure

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Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Named seating	Seats are allocated to participants including the public by name/seating plan and signed at the door	All	During the meeting
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Facemasks	Councillors, the Clerk and the public attending will wear facemasks indoors in line with legislation effective from the 24 th July 2020	All	Indoors at all times
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Papers prepared three days in advance	Papers will be prepared three days in advance and sealed. Envelopes will be handled with gloves, councillors will remove their own papers from the meeting. During the course of the meeting a projector may be used to support the business of the meeting.	Clerk	Prior to and during the meeting
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Ventilation	Doors and Windows will be left open and fixed/wedged		Before and during the meeting.
Infection with Coronavirus	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Prior communication	All members of the public wishing to attend <u>will apply to the clerk for admittance one week in advance of the meeting.</u> Depending on capacity members of the public may be refused admittance on the night if they are not on the reservation list in the event of capacity being exceeded the meeting will be rescheduled. Committee papers will only be available to the public on line	Public/Clerk	Before on admittance and during the meeting

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Hazard	Who might be harmed	Controls required	Additional Controls	Action by Whom?	When
Action on discovery of infection	Parish Councillors Clerk Members of the public attending meetings People responsible for the venue	Personal contact details of people attending the meeting will be held for a period of 30 days for the purpose of assisting contact tracers in the event that infection is discovered.		Clerk	Up to 30 days after the meeting

References:

https://www.nalc.gov.uk/coronavirus?utm_source=Members&utm_campaign=4f2a00d5a2-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-4f2a00d5a2-366280181&mc_cid=4f2a00d5a2&mc_eid=58e713cf1c