

Risk assessment template Face to Face Meetings Parish/Town Councils

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a Document to assist Parish and Town Councils to develop a **Risk Assessment** for dealing with the current Covid-19 situation of returning to face to face meetings. It is not likely to cover all scenarios and each Parish and Town Council should consider their own unique circumstances.

Company name: Kirkby Stephen Town Council at Upper Eden Rugby Club | Assessment carried out by: Clerk

Date of next review: tbc | Date assessment was carried out: 30 June 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
Spread of Covid-19 coronavirus infection	Clerk Councillors Members of the public attending the meeting	Face coverings to be worn at all times when not seated. Masks and face shields can be worn together for those persons who consider themselves in an 'at risk' group.	The meeting to be set up to avoid face to face direct contact. e.g. as rows with 1 metre between each seat to reduce the risk of contact If the hall is big enough then a U shape could be formed	The Clerk to set up the hall to ensure that a minimum of 1 metre social distancing is in place between each person attending.	At the time of the meeting	

		Face shields alone should not be worn as this does not give full protection.	provided that there is 2 metres distance between those facing each other.			
		Hand sanitizers available at entrance and exit points and all persons using the hall to be encouraged to use them.	Hand sanitizer to be carried to the meeting by the Clerk in the event that this has not been provided by the hall.	Clerk	At the meeting	
		Register to be placed at entry point and all entrants including members of the public observing to sign the register including declaration that they have not had or been into contact with Covid-19 in the last 10 days nor are displaying any symptoms.	The Clerk will retain the register in a secure location for 10 days as part of the track and trace system after which the information will be destroyed appropriately.	Clerk to provide prior to the commencement of the meeting. If a pen is provided, a hand sanitizer to be provided next to the register to allow users to sanitize their hands after use.	At the meeting	
		Non fire doors to be left open and windows	Where insufficient doors/windows can be left open then the 2-metre social	Clerk	Prior to the attendees arriving	

		to be opened to allow a flow through of air	distancing rule must be enforced, unless other means of encouraging air flow is available e.g. fans			
		Social distancing as per government guidelines		All attending		
		Staggered entry and exit to the hall to allow social distancing to continue.	Do not linger in the doorway. Come in and go out. Keep clear of doorways by 2 metres	All attending		
		Meetings to be kept to essential business and to last no more than 2.5 hours		All attending		