



PARISH COUNCIL

RETURN TO FACE-TO-FACE MEETINGS RISK ASSESSMENT

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|------------|--------------|-----------------------|------------------------|--------------|
| Date: | Assessed by: | Checked/Validated by: | Location: | Review date: |
| 30.07.2021 | The Clerk | Chairman | Yalding Parish Council | Each meeting |

| Activity | Hazard | Who might be harmed and how | Existing measures to control risk | Risk rating | Result |
|-----------------------------|---|--|--|-------------|--------|
| Room Set up and Dismantling | Transmission from Previous users of the Facilities. | Clerk, Councillors and members of the public | <p>If the facility has been used in the last 72 hours chairs and tables and touch points will be sanitised before meeting.</p> <p>The Chairs and tables and touch points will be sanitised after meeting.</p> <p>Hand sanitiser will be available for all attendees to use before and after the meeting.</p> | L | A |
| Meeting Environment | Transmission through air and touch | Clerk, Councillors and members of the public | <p>The seats and tables will be set out in such a way to facilitate social distancing.</p> <p>Some of the windows or doors will be left open to facilitate the free flow of air through the meeting room.</p> <p>The hall is large and can more than accommodate the amount of people that generally attend in a socially distanced manor.</p> <p>Wearing of masks is optional, but members of the public will be encouraged to wear them when not speaking.</p> | M | A |

Result: T = trivial, A = Adequately controlled, N = not Adequately controlled, action required, U = unknown risk

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|------------------------------|------------------------------------|--|--|-------------|--------|
| Track and trace | Transmission through air and touch | Clerk, Councillors and members of the public | People will be advised not to attend any session if they, or anyone who lives in the same house has had any Covid-19 symptoms, has had a positive Covid-19 test, has had contact tracing or has returned from foreign travel on the government's self-isolation list. The Clerk will keep a record of all attendees; should anyone test positive for Covid-19 following the meeting all attendees will be notified. | M | A |
| Eating and drinking | Transmission through air and touch | Clerk, Councillors and members of the public | There will be no eating and drinking during the meeting at this time except for bottled water, the empty bottle to be taken home. | L | A |
| Paperwork | Transmission through touch | Clerk, Councillors and members of the public | No paperwork will be shared, members of the public will not be given paper agendas at this time. Councillors signing cheques and documents will sanitise their hands before and after so doing. | L | A |
| Entering and leaving meeting | Transmission through air and touch | Clerk, Councillors and members of the public | Everyone will be required to maintain social distancing while entering and leaving the meeting and to hand-sanitise on entry. | L | A |

| Further action required | Action by whom | Action by when | Done |
|-------------------------|----------------|----------------|------|
| None | | | |

Things not covered by this assessment:

This risk assessment does not cover travel to and from the meeting which is considered to be an individual's responsibility.