

# BRAMPTON PARISH COUNCIL

Chairman – J P Chitty OBE MA CEng



## Brampton Parish Council – Holding Face to Face Council Meetings - Risk Assessment

COVID-19 is a new illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

Name of Assessor: Tess Rogers

Assessment Date: 10.05.21

Review Date: 21.06.21

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b>Spread of COVID-19 (Coronavirus)</b>	Parish Councillors Staff members Members of the public attending the meetings	<b>Hand Cleansing</b> The provision of hand sanitiser for those entering the meeting room and making sure hand sanitiser is readily available in the room itself.	Meeting attendees to be reminded to use the sanitiser. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>	Parish Clerk	12.05.2021	
		<b>Social Distancing</b> Staggering arrival and exit times for staff, councillors and members of the public/press Place seating at least 2 metres apart.	Parish Clerk to ensure entry and exit points are manned to ensure social distancing is maintained.  Ensure doors and windows are kept open to allow through ventilation at all times.	Parish Clerk  Parish Clerk	At each meeting held	

		<p>Arranging seating so people are not facing each other directly.          Choosing a large enough venue to allow distancing.</p>	<p>The Memorial Centre Halls can accommodate up to 15 people attending a meeting. Any more than that number then meetings will be held at the Lady Olivia Centre.          Members of the public may be encouraged to submit their questions via email prior to the meeting and a response be delivered as soon as practicable following the meeting.          Members of the public will be asked to inform the Clerk of their intention to attend any meeting, in advance. To ensure capacity is not exceeded.</p>			
		<p><b>Wearing of Masks</b>          Face masks to be worn.</p> <p><b>Symptoms of COVID-19</b>          If any meeting attendee becomes unwell with a new continuous cough or a high temperature they should be sent home and advised to follow the stay at home guidance.          If advised that any person in attendance at the meeting has developed Covid-19 and was recently on our premises, contact will be made with the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>People to be reminded to wear masks.          Attendees to be reminded that wearing of masks does not prevent people from contracting COVID but is a measure to reduce the risk</p>			
		<p><b>Lateral Flow Tests</b>          Availability from the following website:</p>	<p>As these tests are now freely available, consideration should be given to all meeting participants to have a test within 48 hours of a meeting.</p>			

		<a href="https://www.gov.uk/find-covid-19-lateral-flow-test-site">https://www.gov.uk/find-covid-19-lateral-flow-test-site</a>			
		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p>			
		<p><b>Ventilation</b> When selecting appropriate meeting facilities, specific care should be given to ensuring that the facilities can be ventilated i.e. have plenty of windows rather than a basement room.</p>			
		<p><b>Attendees</b> Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time. The sharing of pens, documents and other objects should be avoided.</p>			
		<p><b>All meeting attendees should register using the venue's GR code or ensure their attendance is recorded.</b></p>			
		<p><b>Symptoms of COVID-19</b> If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until</p>			

		<p>after a safe quarantine period has elapsed.</p> <p>If advised that an attendee of a past meeting has developed COVID-19 and were recently on your premises, then all other attendees should be informed of the situation and advised to self-isolate.</p>				
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