

## Winterbourne Parish Council

### Risk Assessment for COVID-19 Safe System for face-to-face meetings

All participants including public attendees must be made aware in advance of the meeting, of all specific arrangements (this document) to ensure that the meeting can be carried out safely and meet the government social distancing requirements. In addition, this document to be made available on the parish website.

#### Meeting Location

It has been agreed that a meeting in person can safely take place in either the main hall or Ron Burton room at the Glebe Hall, Winterbourne Earls. On arrival, all attendees should register using the NHS QR code app to support test and trace. The Clerk will also maintain an attendance list for each meeting which will be retained and disposed of after 21 days.

#### Public participation

Previous experience indicates that the number of members of the public wishing to attend the meeting will be low, however the number of members of the public should be restricted to a maximum of ten persons.

Members of the public or press wishing to attend a Parish Council meeting are requested to notify the Clerk at least 24 hours prior to the meeting and must not attend the meeting unless they have received confirmation from the Clerk that space is available.

#### Exhibiting Symptoms of COVID-19

Should any Councillor, the Clerk, or members of the public suspect they, or any member of their household, have any COVID-19 symptoms or symptoms of a cold or flu they must not attend a Council meeting. With regards to Councillors, they will follow usual requirement to give their apologies to the Clerk. With regards to the Clerk, the Chairman will be informed, and a Councillor will be required to take the minutes of the meeting. Members of public may email or telephone the Clerk, who will present their questions or comments on their behalf.

All attendees including Council members are encouraged to do a rapid lateral flow test before attending a meeting.

#### Additional Controls

All document for consideration at the meeting will be made available to members electronically in advance with limitation of actual papers.

Face Coverings - there is no requirement for attendees to wear a face covering however attendees *are encouraged* to wear a face mask or covering until seated. A hand sanitiser unit is available by the double doors as you walk into the main hall and in the parish office before entering the Ron Burton room.

Tables and chairs for use by Council members and the Clerk will be spaced apart at a sufficient distance. Additionally chairs for public seating will be spaced apart.

Hand washing facilities are available in the toilets where soap and alcohol-based hand sanitiser is available.

### **Ventilation**

If the meeting is to be held in the main hall, then the inner vestibule area doors to the main hall will be held open, which allows for a through flow of fresh air. In addition, at least one external door from the main hall will remain open during the meeting except in the case of inclement weather. If the meeting is to be held in the Ron Burton room, then the internal door to the parish office AND outer door will be left open except in the case of inclement weather.

### **Refreshments**

Refreshments will not be provided. Attendees may bring their own drink to the meeting which must be kept with them and taken home at the end of the meeting.