

ELM PARISH COUNCIL

RISK ASSESSMENT - Face to face Parish Council meetings from 7th May 2021 onwards

Following the government announcement of the requirement to hold face to face meetings and, furthermore, no additional legislation being put in place to allow remote Parish Council meetings, NALC guidance includes a requirement to 'carry out an appropriate COVID-19 Risk Assessment'. It is made clear that 'Failure to complete a Risk Assessment which takes account of COVID-19 , or completing an assessment which fails to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health & safety law.'

On that basis, this Risk Assessment takes Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place to allow a safe face to face meeting to take place.

Key Principle	Government Guidance	Assessment	Conclusion
Action has been taken to seek the best option for appropriate venue to allow social distancing and comply with normal Council requirements.	To comply with social distancing of 2 metres and provide good ventilation/cleanliness	Tower Hall in Friday Bridge is large enough to accommodate 11 Parish Councillors, District & County Councillors, Parish Clerk and members of the public who may wish to attend (based on usual number of attendees). The Tower Hall Committee has carried out a Risk Assessment and put in place a cleaning protocol.	Tower Hall complies with government guidelines for social distancing and allows for public attendance.
General maintenance issues following lockdown and after other users have occupied the Hall.	Ensure premises has been cleaned before the meeting takes place.	Deep clean of premises to be arranged by the TH Committee after each hirer has vacated the building. See TH Risk Assessment for full details. Exterior doors (and where possible, windows) to be left open to allow ventilation during the meeting.	The venue provides a safe and appropriate place for the PC to hold its meetings.

Social Distancing	Put in place measures to support social distancing - 2m or 1m plus further risk mitigation.	Chairs to be placed 2m apart, Cllrs and members of the public to enter TH one at a time and exit in the same way.	Social distancing will be able to be maintained throughout the meeting.
Cleaning and hygiene	Put in place cleaning/sanitiser protocols.	Hand sanitiser will be provided for all Cllrs and members of the public at entry/exit points and at tables.	Adequate provision for hand cleaning at entry & exit points.
Face coverings	Cllrs and members of the public will be encouraged to wear face coverings whilst in the meeting.	The wearing of masks will not be mandatory when seated. Cllrs and public will be instructed to wear a mask on exit and entry to TH and also whilst walking around the premises (e.g. to visit cloakroom)	Disposable masks will be provided for use where appropriate.
Paperless meeting	No papers to be provided by the Clerk at the meeting.	All documents to be pre-circulated electronically and must be printed off by the individual if they wish to refer to them. All papers to be removed by the individual at the end of the meeting.	Ensures no handling of papers or other materials by more
Contact tracing	Put in place measures to facilitate contact tracing should anyone attending the meeting become ill (display Covid-19 symptoms) after the event.	Contact details to be taken of members of the public attending. Chairman to remind all present of the importance of reporting any subsequent illness to the Clerk.	Provides a system to notify appropriate authorities / other attendees of a possible exposure risk.

Conclusion;

That based on the above Risk Assessment and risk management actions to be carried out as outlined above, it will be safe and appropriate for Parish Council meetings to be held at Tower Hall, Friday Bridge until such time it is considered safe to use the office at Begdale.

S England - Parish Clerk

June 2021