

Risk Assessment for holding in person council meeting - Covid19

Eskdaleside cum Ugglebarnby Parish Council is unable to conduct business without a face to face meeting and is unable to make use of telephone or online technology to conduct quorate council meetings. It has a legal and reasonable business need to meet in person at this time.

Issue	Mitigation	Risk Level
Venue	<ul style="list-style-type: none">• Venue needs to have good air flow and ability to open windows and/or doors• Venue complies with Covid19 government guidance for multi - purpose community facility• To follow Venue Covid19 Regulations in regards to use of facilities including<ul style="list-style-type: none">○ Toilets - one person at a time○ Kitchen areas to not be used○ Clean door handles, tables etc on arrival and before departure as per Venue requirements using venue surface cleaner/paper & place paper in bin provided (empty bin at end of session)○ Do not use upholstered chairs○ Keep doors open○ Follow 2m social distancing• Follow Govt Covid 19 guidelines in relation to maximum numbers & holding meetings in a suitable venue	Medium
Attendees	<ul style="list-style-type: none">• Keep record/register of attendees & contact numbers of those present - MOP information to be destroyed after 21 days for GDPR purposes	Medium
Social Distancing	<ul style="list-style-type: none">• Encourage councillors and members of public to stagger arrival	Medium

	<ul style="list-style-type: none"> • All attendees to keep 2m apart • Ensure seating is placed at least 2 metres apart • Ensure seating is arranged so that people are not facing each other directly 	
PPE	<ul style="list-style-type: none"> • Ensure hand sanitiser available on arrival/departure • All attendees to use hand sanitiser on arrival and departure • Ensure bottle of hand sanitiser available in the room • Mandatory that All attendees to wear own face masks • Optional for attendees to wear own gloves 	Low
Meeting	<ul style="list-style-type: none"> • Meeting to be paperless apart from those documents to be signed for legislative purposes • All documents available on website (Cllrs to print off own) • Agenda/Minutes to be circulated by post to enable Cllrs to sanitise beforehand • Agenda/Minutes on parish council noticeboard • Cllrs to provide own pens • Public Session to be ceased for first meeting and then reviewed 	Low

Risk Assessment completed 13/8/2020 by Victoria Pitts, Parish Clerk

Risk Assessment to be reviewed after first face to face meeting at updated as required - to retain version control