

Fressingfield Parish Council

Risk assessment to prevent the spread of Covid-19 during and after a council meeting in Sancroft Hall

Who is at risk?	Existing controls?	Likelihood (1-3)	Severity (1-3)	L x S	Additional controls needed if L x S >3	Who will do/check this?	When will it be done?	Additional info
Members of the public, councillors and the clerk	Before the meeting: previous users expected to wipe-down surfaces after use	2	3	6	a Wipe-down tables and chairs as they are put out	Clerk and councillors.		Clerk to supply antiseptic spray, non-latex disposable gloves and disposable cloths
					b All attendees invited to take a lateral flow test before coming to the meeting.	Clerk to publicise the request via website and notice boards	Before the meeting	
	Ventilation: Windows are usually open				c Check that the windows are open and open the 3 doors	Councillor	Before the meeting	
					d Request attendees to register interest in attending before the meeting	Clerk	When agenda is posted online and in notice boards	
					e Total number of attendees limited to 25 (NB family bubbles could lead to slight increase)	Clerk, then councillors on the door	Before the meeting	
					f Arrange seats and tables before meeting to ensure 1m separation	Councillors	When setting up the hall	
					g All the attendees confirm that they have not had any Covid-19 symptoms in the previous 24 hours	Councillors on the door.	As members of the public arrive	
					Request attendees to wear a mask apart from times when addressing the meeting	Clerk to publicise all requirements via website and notice boards	Before and during the meeting	
					i Record the name and contact number of all attendees.	Councillors on the door.	As members of the public arrive	Clerk to retain details securely for 21 days
					j Attendees requested not to move around the hall unless going to the toilet and to leave the hall promptly after the meeting	Chair of the meeting	As part of the welcoming comments	
	Afterwards: disinfect all touched surfaces, using antiseptic wipes - handles and switches, tables tops and chairs					Clerk and councillors	After the meeting	Clerk to supply antiseptic spray, non-latex disposable gloves, disposable cloths and bin bag
	Close all windows and lock all doors					Clerk/councillor	After the meeting	

