

CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420; parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

Risk assessment for Face-to-Face Meetings

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

All attendees at Castle Sowerby Parish Council meetings are expected to adhere to the contents of this risk assessment, and will not be allowed entry or will be asked to leave if not complied with.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 coronavirus infection.	Clerk Councillors Members of the public attending the meeting	Face coverings to be worn at all times during the meeting as per government guidelines. Masks and face shields can be worn together for those persons who consider them in the at-risk group. Face shields alone should not be worn as this does not give full protection. Once seated those attended are requested to remain seated throughout the meeting.	The meeting to be set up to avoid face to face direct contact. EG as rows with 1 metre between each seat to reduce the risk of contact. If the hall is big enough then a U shape could be formed provided that there is 2 metres distance between those facing each other.	The Clerk to set up the hall to ensure that a minimum of 1 metre social distancing is in place between each person attending. Chairman	At the time of the meeting Advise at the start of the meeting	

CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420; parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

			Where Wi-Fi is available to consider the use of video links and encourage members of the public to attend via video rather than personally to reduce the number of persons physically attending	Clerk to investigate the practicalities of setting up a video link for users.	Prior to the meeting	
		All attendees to be informed of the risk assessment and ensure they are following the covid -19 hall risk assessment, i.e., entry/exit point. Hand sanitizers available at entrance and exit points and all persons using the hall to be encouraged to use them.	Signage Explain at start of meeting	Clerk Chairman	Prior to the meeting Start of meeting	
		For track and trace purposes an attendance register & QR code for NHS Covid App will be placed at entry point for all parishioners / visitors to sign in with.	The Clerk will retain the register in a secure location for 10 days as part of the track and trace system after which the information will be destroyed appropriately.	Clerk to provide prior to the commencement of the meeting. If a pen is provided, a hand sanitizer to be provided next to the register to allow users to sanitize their hands after use.	At the meeting At the meeting	

CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420; parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

		<p>All to sign the declaration that they have not had or been into contact with coiv-19 in the last 10 days nor are displaying any symptoms.</p> <p><i>*please note if the above are not completed then you will be excluded from the meeting.</i></p>				
		<p>Hand washing facilities should already be in place.</p> <p>Attendees to be informed where hand washing can take place.</p> <p>If attendees leave the room, they are requested to sanitize again.</p>	<p>Hand sanitizer to be carried to the meeting by the Clerk if this has not been provided by the hall.</p> <p>Clerk to check that paper towels are provided.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chairman</p>	<p>Prior to the meeting.</p> <p>Prior to the meeting</p> <p>At the start of the meeting</p>	

CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420; parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

		<p>Non fire doors to be left open and windows to be opened to allow a flow through of air.</p> <p>Social distancing as per government guidelines</p> <p>Staggered entry and exit to the hall to allow social distancing to continue.</p> <p>Meetings to be kept to essential business and to last no more than 1 hour.</p> <p>Once the meeting ends all attendees are to leave in a socially distanced manner, and not congregate inside or outside the meeting venue.</p>	<p>Where insufficient doors/windows can be left open then the 2-metre social distancing rule must be enforced, unless other means of encouraging air flow is available e.g., fans</p>	<p>Clerk Councillors</p>	<p>Prior to the attendees arriving</p>	
--	--	--	---	------------------------------	--	--

CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420; parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

Assessment carried out by Rachael Kelly.

Date assessment was carried out: July 2021.

Date of next review: October 2021

Date adopted by Castle Sowerby Parish Council: