**Hatfield Peverel Parish Council**

**Council Meetings Covid-19 Risk Assessment – Venue: Village Hall**

From 7th May 2021, the regulations allowing the Council to meet virtually ended. This means the Parish Council must return to face-to-face meetings. Covid-19 restrictions are unlikely to be lifted until 19th July 2021. This risk assessment covers the period up to 19th July 2021.

| **Area of Risk** | **Risk identified** | **How to mitigate the risk** | **Further action** |
| --- | --- | --- | --- |
| Contracting or spreading coronavirus by touch | Transmission to councillors, staff or members of the public | Advise participants to use hand sanitiser at the entrance to the hall.  Encourage participants to bring tissues and to take used tissues home with them to dispose of, and to wash or sanitise hands after use.  Encourage participants to avoid touching mouth, eyes and nose.  Alcohol wipes and/or spray will be made available for cleaning down chairs and tables.  Cleaning of frequent touch points forms part of the regular cleaning schedule in the hall.  Discourage the sharing of equipment and papers. | Refer to the Village Hall Covid-19 risk assessment requirements from hirers. |
| Contracting or spreading coronavirus on entering, exiting and moving around the hall | Transmission to councillors, staff or members of the public | Participants will be expected to ‘check-in’ to the hall using the QR code on display. In the absence of an appropriate device, participants will need to provide their contact details. This information will be held for the purpose of informing participants of a positive test result and will be kept for the time period advised. This data will not be used for any other purpose and will be destroyed securely.  Advise participants of the one-way system in place.  Councillors will enter first. Members of the public to be advised to queue in a socially distanced manner outside of the hall until entry. When leaving, members of the public will exit first, followed by councillors.  Advise participants to wear face masks/coverings while entering and exiting the hall.  Councillors may remove masks when seated.  Request that members of the public wear face masks/coverings for the duration of the meeting, unless speaking in the public participation session.  Advise participants of the need to remain seated for the duration of the meeting. | Refer to the Village Hall Covid-19 risk assessment requirements from hirers. |
| Contracting or spreading the virus by not maintaining social distancing | Transmission to councillors, staff or members of the public | Councillor tables and chairs to be laid out with 2m between them.  Chairs in the public area will be laid out with 2m between them.  Follow the hall’s maximum capacity guidance that allows for 2m social distancing. Members of the public will be denied access if numbers reach this capacity.  Speakers to remain seated.  Discourage shouting. | Refer to the Village Hall Covid-19 risk assessment requirements from hirers. |
| Poorly ventilated spaces leading to risks of coronavirus spreading | Transmission to councillors, staff or members of the public | Fresh air is the preferred way of ventilating indoor venues. This means opening windows and doors (that are not fire doors) where possible. | Refer to the Village Hall Covid-19 risk assessment requirements from hirers. |
| Increased risk of infection and complications for those who are clinically extremely vulnerable and in higher-risk groups | Transmission to councillors, staff or members of the public | Advise members of the public that they can submit written representations prior to the meeting which can be read out on their behalf.  Councillors who do not attend physically are unable to take part in discussions or vote, but may listen in or observe using other means.  Encourage all participants to carry out a lateral flow test on the day of the meeting. | Guidance is available from Public Health England.  Refer to the Village Hall Covid-19 risk assessment requirements from hirers. |

**Risk Assessment undertaken by the Clerk**

**June 2021**

This risk assessment will be reviewed whenever Government guidelines are updated.