

Fremington Parish Council

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| Organisation: Fremington Parish Council | Reference: COVID-19 |
| Activity: Full Council Meeting on 5 th July 2021 | Site: Fremington Parish Hall |
| People at Risk: Cllrs, Members of the Public & Employees | |
| Contact Person: Victoria Woodhouse Job Title: Executive Officer Date: 29 th June 2021 | Review Date: Prior to next Meeting. |

Risk Evaluation

| Hazard | Risk | Initial Rating (L, M, H,) | Existing Control Measures | Final Rating (L, M, H,) | Additional Action Required (action by whom and completion date) |
|----------|-------------------------------------|---------------------------|---|-------------------------|--|
| COVID-19 | Transmission of/spreading the virus | H | <p>The meeting will be held at Fremington Parish Hall to enable Cllrs to socially distance. The capacity of the hall at a 2m distance is 30. All attendees will be required to socially distance at a minimum of 2m.</p> <p>Seating should be cleaned before and after use.</p> <p>All Cllrs are required to physically attend a meeting and therefore the meeting will be a hybrid meeting with Cllrs in physical attendance and staff/members of the public joining remotely.</p> | L | <p>Cllrs to ensure that seating is set at a minimum of 2m apart.</p> <p>Administration Team to ensure there is a supply of antibacterial wipes available.</p> <p>Administration Team to ensure a Cllr is appointed and trained in use of the equipment to enable a hybrid meeting.</p> <p>Administration Team to ensure it is publicised that members of the</p> |

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|--------|------|---------------------------|---|-------------------------|---|
| | | | <p>Upon entry the windows and doors should be opened to allow air to flow and aid ventilation.</p> <p>Hand santizier will be availble on entry to the building and must be used before entering.</p> <p>It is the law that face coverings must be worn in community buildings, Cllrs are permitted to remove face coverings if undertaking an acticity where it would negatively impact their ability to do so and/or if you are speaking to, or providing assistance to someone who relies on lip reading, clear sound or facial expressisons to communicate. Face coverings should only be removed when seated.</p> <p>Those attending the meeitng should bring their own pen and, if required, paper copies of the Agenda, along with any other equipment required to attend the meeting. To reduce the possibility of transmission, copies will not be provided and there should not be any sharing of pens or other equipment.</p> | | <p>public must join remotely.</p> <p>Administration Team to ensure hand santizier is available.</p> |

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| | | | <p>The Covid-Secure guidance recommends that meetings should not be longer than one hour to reduce the risk of transmission.</p> <p>Those planning to attend the meeting are encouraged to take a lateral flow test prior to attendance. Anyone that shows a positive test should not attend the meeting.</p> <p>Anyone displaying symptoms of COVID-19 should not attend the meeting, and follow the Government's latest guidance to isolate and obtain a test.</p> <p>Anyone who falls ill during the meeting should remove themselves immediately, isolate themselves as soon as possible and obtain a test.</p> <p>Details of those in attendance will be taken and kept for a period of 21 days to comply with Test and Trace.</p> <p>Those with additional needs or assistance requirements should contact the Parish Council Office ahead of the meeting so arrangements can be made to accommodate.</p> | | <p>Agenda items to be kept to a minimum and the Chairman to ensure debate is directed to ensure items are dealt with appropriately.</p> <p>Admininstration Team to ensure Test and Trace forms are available.</p> |

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|--------|------|---------------------------|--|-------------------------|---|
| | | | <p>Once the meeting has ended those in attendance should leave immediately reducing any possibility of a gathering.</p> <p>A copy of the risk assessment for the Parish Hall is attached and must also be followed by those in attendance.</p> | | |