

Fremington Parish Council

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| Organisation: Fremington Parish Council | Reference: COVID-19 |
| Activity: Parks & Open Spaces & Full Council Meeting on 2 nd August 2021 | Site: Fremington Parish Hall |
| People at Risk: Cllrs, Members of the Public & Employees | |
| Contact Person: Victoria Woodhouse Job Title: Executive Officer Date: 27 th July 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>All Government restrictions relating to COVID-19 were lifted on the 19th July 2021. Individuals and organisations are still encouraged to act responsibly and work in a way which continues to prevent transmission.</p> <p>The meeting will be held at Fremington Parish Hall which allows for social distancing of 30 people at a 2m distance is 30.</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</p> | L | <p>Although there is no legal requirement to socially distance, Cllrs are encouraged to sit in a socially distanced manner.</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</p> |

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| | | | <p>attendnace and staff/members of the public encouraged to join remotely.</p> <p>Face coverings are no longer a legal requirement but those attending a meeting are encouraged to wear a face mask when moving around the building.</p> <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>Those attending the meeting 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>The Covid-Secure guidance recommends that meetings should not be longer than</p> | | <p>use of the equipment to enable a hybrid meeitng.</p> <p>Administration Team to ensure it is publicised that members of the public can join remotely.</p> <p>Administration Team to ensure hand santizier is available.</p> <p>Agenda items to be kept to a minimum and the</p> |

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| | | | <p>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>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> |

