

## Maugersbury Parish Council

### Risk Assessment

#### Covid 19 Risk from Council Meetings held in Person at Stow Youth Centre

Purpose: To manage the risk of meeting attendees being exposed to or spreading the virus.

The severity of the risk is currently set at medium.

Activity/issue	Controls to be in place	Comments
Social distancing requirements and seating arrangements	<p>Under current social distancing rules the maximum capacity of the hall is 18.</p> <p>A registration form will be used at the door to keep track of numbers. The same form will be used to record Track &amp; Trace information (see below).</p> <p>Seating will be configured to maintain 2 metres distance and avoid people facing each other where possible.</p>	If capacity is reached council may have to restrict by taking public participation per item. Members of public are also encouraged to submit questions or comments prior to the meeting so they can if necessary be addressed without the person being present.
Track & trace requirements	On arrival, everyone must either scan the venue QR code, or fill in their name and contact information on the Track & Trace form (which will be held in line with data protection rules and destroyed after 21 days.)	If using the QR code, attendees still need to write name (only) on the form so that attendee numbers can be tracked.
Surfaces	<p>The hall will have been cleaned to Covid-safe standards before the meeting. Chairs, tables, touchpoints and any items used will be re-sanitised after the meeting.</p> <p>Attendees will be asked to use their own pens.</p> <p>Papers used during the meeting must be taken home not left in the hall.</p>	
Airborne virus/PPE	<p>Everyone must sanitise their hands on arrival and on leaving.</p> <p>Masks must be worn by everyone on entering the building and while moving around (unless exempt). Councillors may remove masks once they are seated. Members of the public may remove masks when speaking.</p> <p>Everyone should avoid touching their face, and if they do they should sanitise their hands.</p> <p>Windows and doors to remain open for the duration of meetings when possible.</p>	
Kitchen, toilets & other rooms	Meeting attendees may only use the hall itself. Other rooms will not be available.	
Who should not attend	Anyone displaying symptoms, tested positive or returned from abroad in the last 14 days	Attendees are encouraged to take a lateral flow test before attending a meeting.

Date assessed: 1 June 2021

Assessed by: Liz Sajewicz, clerk of the council

With thanks to Stow on the Wold Town Council for sharing its own risk assessment.