

NORTHSTOWE TOWN COUNCIL – TOWN COUNCIL MEETING (FACE-TO-FACE) covid-19 Risk Assessment

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by Who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<p>Councillors Clerk Members of the public and press</p>	<p>Preparation for Meeting.</p> <p>Councillors, Clerk, members of the public and press are recommended to take a lateral flow test, with a negative test, prior to the meeting.</p> <p>Councillors, Clerk, members of public and press to wear a face covering before entering meeting place.</p> <p>On entry to meeting, hand sanitiser to be used.</p> <p>Social distancing signs on display</p> <p>Tables to be set out with 2m spacing, one table for each member of the council and staff.</p> <p>Track and Trace information on site for use by all on entry.</p> <p>At Meeting</p> <p>Face covering to remain in place throughout the meeting. If you are speaking, the face covering may be removed (provided you remain seated). And replaced once spoken.</p> <p>Drinking water will not be supplied, if required bring your own individual bottle.</p>	<p>Test kits are available from Willingham Pharmacy, or Tesco in Bar Hill.</p> <p>On entry there will be a reminder to wear face-coverings, and the washing of hands/sanitiser before taking seat.</p>	<p>All</p> <p>All</p>	<p>Prior to meeting.</p> <p>At meeting</p>	

		<p>Hand washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing to take place. • Drying of hands with paper towels if available. • Use of hand drier not advised. • Use gel sanitiser as an alternative <p>Ventilation</p> <ul style="list-style-type: none"> • Where possible windows and doors to be kept open. <p>Cleaning</p> <p>Social Distancing</p> <p>Councillors and staff to use the individual tables as set out.</p> <p>Chairs for public and press are arranged at a distance of 1.5m.</p>	<p>The Chairman will at the start of the meeting remind those present of the importance of social distancing, especially when leaving the meeting.</p> <p>Cleaning will be undertaken by venue staff.</p> <p>Members of the public are to be seated within family groups or as an individual.</p>		All	
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		<p>Wearing of PPE</p> <p>Wearing of a facemask at all times.</p> <p>Close of the meeting</p> <p>Members and public to leave the meeting area at the close of the meeting. Followed by Councillors and Clerk</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the meeting, they will be sent home and be advised to undertake a covid-19 test.</p> <p>If advised that a member of the council or public has developed Covid-19 whilst at the facility, the Parish Council will advise the public health authority.</p>	<p>Face masks must be worn when walking round the venue.</p>		All	
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