

St Cuthbert Without Parish Council

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB; clerk@stcuthbertwithout.org.uk;

www. <http://www.stcuthbertwithout.org.uk>; 07456 467420

Risk assessment for Face-to-Face Meetings

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

All attendees at St Cuthbert Without Parish Council meetings are expected to adhere to the contents of this risk assessment and will not be allowed entry or will be asked to leave if not complied with.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 coronavirus infection.	Clerk Councillors Members of the public attending the meeting	As government guidelines, members of the public may be limited to attend the meeting	Ensure that public attendance is limited to 6	Clerk & Chairman	At the time of the meeting	
		Clean door handles, table tops, window latches, wall switches, bathroom tap handles etc before and after the meeting		All	Before and after the meeting	
		Face coverings to be worn when not seated. Masks and face shields can be worn together for those persons who consider them in the at-risk group. Face shields alone should not be	The meeting to be set up to avoid face to face direct contact. EG as rows with 1 metre between each seat to reduce the risk of contact. If the hall is big enough then a U shape could be formed provided that there is 2	The Clerk to set up the hall to ensure that a minimum of 2 metre social distancing is in place between each person attending.	At the time of the meeting	

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		worn as this does not give full protection. Once seated those attended are requested to remain seated throughout the meeting.	metres distance between those facing each other.	Chairman	Advise at the start of the meeting	
			Where Wi-Fi is available to consider the use of video links and encourage members of the public to attend via video rather than personally to reduce the number of persons physically attending	Clerk to investigate the practicalities of setting up a video link for users.	Prior to the meeting	
		All attendees to be informed of the risk assessment and ensure they are following the covid -19 hall risk assessment, i.e., entry/exit point. Hand sanitizers available at entrance and exit points and all persons using the hall	Signage Explain at start of meeting	Clerk Chairman	Prior to the meeting Start of meeting	

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		to be encouraged to use them.				
		<p>For track and trace purposes an attendance register & QR code for NHS Covid App will be placed at entry point for all parishioners / visitors to sign in with.</p> <p>All to sign the declaration that they have not had or been into contact with coiv-19 in the last 10 days nor are displaying any symptoms.</p> <p><i>*please note if the above are not completed then you will be excluded from the meeting.</i></p>	<p>The Clerk will retain the register in a secure location for 10 days as part of the track and trace system after which the information will be destroyed appropriately.</p>	<p>Clerk to provide prior to the commencement of the meeting. If a pen is provided, a hand sanitizer to be provided next to the register to allow users to sanitize their hands after use.</p>	<p>At the meeting</p> <p>At the meeting</p>	
		<p>Hand washing facilities should already be in place.</p>	<p>Hand sanitizer to be carried to the meeting by the Clerk if this has not been provided by the hall.</p> <p>Clerk to check that paper towels are provided.</p>	<p>Clerk</p> <p>Clerk</p>	<p>Prior to the meeting.</p> <p>Prior to the meeting</p>	

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		<p>Attendees to be informed where hand washing can take place.</p> <p>If attendees leave the room, they are requested to sanitize again.</p>		Chairman	At the start of the meeting	
		<p>Non fire doors to be left open and windows to be opened to allow a flow through of air.</p> <p>Social distancing as per government guidelines</p> <p>Staggered entry and exit to the hall to allow social distancing to continue.</p> <p>Meetings to be kept to essential business and to last no more than 1 hour.</p>	<p>Where insufficient doors/windows can be left open then the 2-metre social distancing rule must be enforced, unless other means of encouraging air flow is available e.g., fans</p>	Clerk Councillors	Prior to the attendees arriving	

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		Once the meeting ends all attendees are to leave in a socially distanced manner, and not congregate inside or outside the meeting venue.				
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Assessment carried out by Rachael Kelly.

Date assessment was carried out: September 2021.

Date of next review: December 2021

Date adopted by St Cuthbert Without Parish Council: