# Warbleton Parish Council

**Face to face Parish Council meetings from May 2021 Risk Assessment**

Following the government announcement of further easing of lockdown restrictions from May 17th allowing for a return to face to face meetings and no further legislation allowing remote PC meetings NALC guidance includes a requirement to “carry out an appropriate COVID-19 risk assessment”. It is made very clear that “Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law”.

On that basis, this Risk Assessment takes each of the Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place to allow a safe face to face meeting.

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| **Key Principle** | **Government Guidance** | **Assessment** | **Conclusion** |
| Action has been taken to seek the best option for an appropriate venue to allow social distancing and comply with normal Council requirements | To comply with social distancing of 2 metres and good ventilation / cleanliness | Bodle Street Green Village Hall and the Dunn Village Hall are large enough to accommodate the Parish Councillors likely to attend with the Clerk and CCllr and DCllr and space for members of the public if they also wish to attend the meeting. The VH put in place a cleaning protocol. | The village hall is a covid secure venue and will comply with government guidelines for social distancing and allow for public attendance |
| General Maintenance Issues following Lockdown | Ensure the premises has been cleaned before the meeting takes place | All chairs and tables and surfaces will be cleaned before the meeting. Windows and the exterior doors will be open to allow good ventilation  during the meeting | The venue will provide a safe and appropriate place for the PC to meet |
| Social Distancing | Put in place measures to support social distancing – 2m or 1m plus risk mitigations. | Chairs will be placed at least 2 mtrs apart and Councillors will enter the hall through exterior doors, one at a time, and exit in the same way. | Social distancing will be able to be maintained throughout the meeting |

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| Cleaning and Hygiene | Put in place cleaning / sanitiser protocols | Hand sanitiser will be provided for all Councillors and members of the public at entry and exit points and  at tables. Face masks should be worn by all attendees of the meeting unless exempt.  Tissues need to be disposed of into a bin, then hands cleaned. | The village hall has provision for hand cleaning at entry and exit points. |
| Face Coverings | Councillors and members of the public will be expected to wear face coverings whilst in the meeting unless exempt. | Face masks should be worn by Councillors and members of the public unless exempt. | Councillors and members of public should bring their own masks to the meeting. |
| Paperless meeting | No papers to be provided by the Clerk at the meeting | All documents will be pre circulated electronically and must be printed off by the individual if they wish to refer to them. All papers must be taken away with them at the end of  the meeting | There will be no / minimal handling of papers or other materials by more than one person |
| Keeping Staff Safe | Consider the risks staff may be exposed to and how these can be mitigated. | Any Councillors who may be more at risk can choose not to attend the meeting. | No alternatives to a face-to-face meeting will be offered. |
| Record of attendees | Either use QR code or keep a written list of attendees for 21 days after any meeting | Dunn Village Hall has no QR code so a manual list will be kept. BSG village hall has a QR code so attendees will have option on which to use | Use of QR code or manual list of attendees/contact number |

# Conclusions:-

**That based on the above risk assessment and risk management actions carried out as outlined it will be safe and appropriate to meet May 2021**