

## Risk assessment template for COVID at Council Meetings

Company name: Lickey and Blackwell Parish Council

Assessment carried out by: EO

Date assessment was carried out: September 2021

What are the COVID hazards?	Who might be harmed?	What are you doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
Infection from previous hire	Anyone in the venue	PCC providing cleaning materials for frequently touched surfaces and maintaining ventilation according to their policy.	None	PCC
Infection from others at meeting	Anyone in the venue	Limiting movement and discouraging sharing of papers, pens etc. Guidance on safety measures to be explained to attendees at the start of the meeting. . Attendees encouraged to wear a mask and not attend if they/household have had symptoms in previous 7 days. Encourage home testing of attendees. Limiting numbers attending by providing alternative means for residents to take part if they wish. Keep good ventilation	Collect contact details from attendees for track and trace.  Read safety statement at the meeting.  Email known attendees prior to the meeting to check for symptoms, to bring a mask	EO

		in the room, prop door open, open windows. Provide hand sanitiser and spare masks.		
<b>Infection from surfaces</b>	Anyone attending	Minimise surfaces to be touched. Request that attendees do not move chairs, share papers etc. Prop doors open. Wipe down door handles and furniture before and after the meeting. Handle furniture with gloves for putting out/away. Provide hand sanitiser.	Note which chairs and tables are used and make sure they are cleaned.	Ron Smith caretaker and EO
<b>Infection from toilet</b>	Anyone using the toilet	Ensure toilet is clean prior to the meeting. Note if toilet is used and ensure surfaces that may be touched are wiped down after the meeting. Only disabled toilet will be in use.	Note if toilet is used and clean if necessary.	Ron Smith caretaker and EO