

Longford Parish Council

Council Meetings

Risk Assessment

Following the Government announcement of further easing of COVID-19 lockdown restrictions from 17th May 2021 and the expiration of legislation permitting remote meetings, the Council is returning to face to face meetings.

Key Objective	Government Guidance	Assessment	Conclusion
To reduce transmission due to face to face meetings	<p>Social Distancing at face to face meetings:</p> <ul style="list-style-type: none">• Participants should maintain social distancing – 2m or 1m plus risk mitigations.• Avoid sharing pens, documents and other objects• Provide hand sanitiser in the meeting room• Hold meetings outdoors or in well-ventilated rooms• Floor markings to help people maintain social distancing.	<p>Consider any members that would be high-risk in attending meetings.</p> <p>Each councillor is issued with own set of papers (electronically or printed on request).</p> <p>Hand sanitiser can be provided.</p> <p>Not legal to hold meetings outdoors, but hall is large and has opening windows.</p> <p>Hall is a shared space so floor markings by the council would not be practical, but will discuss with village hall as they may have a plan to implement.</p>	<p>The village hall is large enough to ensure a minimum 2 metre social distance with a maximum of 18 people in total.</p> <p>Clerk to retain a list of attendees for 21 days for test and trace purposes.</p> <p>Hand sanitiser to be purchased by the Clerk and provided for the meetings.</p> <p>Open windows to keep room well-ventilated.</p> <p>Put out one table for the Clerk, and only chairs for councillors and members of the public as 2 metre spaces.</p> <p>Tables and chairs and other items used to be cleaned with anti-bacterial wipes after use before and after use.</p>

			Keep meetings short to minimise risk.
Maintain social distancing in common areas	Work with landlords to ensure consistent approach across common areas, eg toilets, corridors etc	Entrance corridor is a pinch-point; will discuss with village hall as it may be possible to implement a one-way system using the main door and fire exit.	Implement one-way system if possible. Otherwise wedge doors open to minimise touching of surfaces.

May 2021