

Somerton Town Council Covid 19 face to face meetings risk assessment

6th January 2022(v4)– Carried out by Lisa Newby – Town Clerk

In addition to this risk assessment any Councillor or member of staff that do not feel safe attending a meeting, due to medical grounds or risk to immediate family Members will not be required to attend and absence will be authorised – This policy to be reviewed at every meeting based on the latest Government guidance and case numbers.

Prior to any meeting all attendees MUST carry out a lateral flow test and received the results to protect everyone attending and to prevent the spread of COVID-19 – tests are available free to everyone follow link for information:

RISK	WHO MIGHT BE HARMED	CONTROL REQUIRED	ADDITIONAL CONTROL	BY WHOM
Spread of Covid-19 Coronavirus	Anyone present at the meeting and close contacts	Lateral Flow Test: Those attending the meeting to have undertaken a lateral flow test which has a negative result before attending the meeting https://www.gov.uk/find-covid-19-lateral-flow-test-site	All those attending to have undertaken a test. Please do not attend if the Lateral Flow Test is positive, and follow government guidance	Everyone

RISK	WHO MIGHT BE HARMED	CONTROL REQUIRED	ADDITIONAL CONTROL	BY WHOM
	<p>Anyone present at the meeting and close contacts</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing taking place • Gel sanitisers available on entry to the building 	<p>Everyone who attends the meeting must either use the hand sanitiser provided on arrival or wash their hands on for 20 seconds with water and soap.</p> <p>Everyone is also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>Everyone</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>Anyone present at the meeting and close contacts</p>	<p>Cleaning</p> <p>Before and after each meeting, cleaning and disinfecting objects and surfaces that are touched particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p>		<p>Cleaning staff will clean tables and chairs after use before next hall user.</p> <p>Antibacterial wipes available for use.</p>

RISK	WHO MIGHT BE HARMED	CONTROL REQUIRED	ADDITIONAL CONTROL	BY WHOM
		<p>Socially Distanced seating Social Distancing – Seating to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	All attendees to take personal responsibility for the importance of social distancing both at the meeting and outside of it.	Everyone
Spread of Covid-19 Coronavirus	Anyone present at the meeting and close contacts	<p>Equipment Councillors are advised to bring their own Council papers or electronic device to view papers. Papers will not be handed out at the meeting but will be projected onto a screen. In the event that the projector is not working, a full set can be requested and collected from the office. Papers will be available for attendees to take at their own risk after use of hand sanitiser</p>	meeting agenda and papers can be displayed via the projector	Everyone
Spread of Covid-19 Coronavirus	Anyone present at the meeting and close contacts	<p>Social Distancing Seating to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Face coverings are to be worn, unless medically exempt, when entering the building and whilst walking around. Face coverings may be removed whilst seated.</p>	<p>All council members and members of the public should supply their own face covering.</p> <p>Disposable face coverings available for all attendees</p>	Everyone

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		<p>Arrival Attendees must ensure they enter the building at separate times, to maintain social distancing. Attendees must check in using the track and trace QR code on display in the building. Attendees without access to the track and trace app must fill their personal details in on the book provided.</p>	<p>Internal doors to be wedged open to reduce contact with door handles</p>	<p>Everyone</p>
		<p>Ventilation Fire exit doors must be kept open during the meeting</p>		<p>Everyone</p>