

Risk Assessment Form

Activity: Return to Face-to-Face meetings – 22 June 2021

Assessment Date: 14/6/21

Review Date: Nov 21

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Spread of Covid-19	All	Encouraging everyone to take Covid 19 tests at home in advance of meetings	<p>Staggering arrival and exit times for staff, councillors and members of the public.</p> <p>Hand sanitising on entry.</p> <p>Placing seating at least 2-metres apart in accordance with government guidance at the time.</p> <p>Ensuring everyone wears face masks in accordance with government guidance at the time.</p> <p>Holding paperless meetings i.e., avoiding handing around papers at the meeting.</p> <p>If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.</p> <p>Arranging seating so people are not facing each other directly.</p> <p>Obtaining good ventilation, opening windows and doors</p>		Low to High depending on the current spread of Covid.	<p>From 22 June to return to face-to-face meetings at Kilmersdon Village Hall, where social distancing can be observed.</p> <p>From September onwards it is suggested that we return to meeting at Coles Garden Meeting Room.</p> <p>These target dates are dependent upon the latest government guidance.</p>

			where possible. If the venue has an NHS QR code to support test and trace then all attendees should register using that app. Those without access to the app should register their name and address in writing.			
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Assessor's signature:
Date:

Clerk's signature
Date: