

Hazards and who may be harmed	Controls Required	Additional Controls	Action and by whom	Done ?
Spread of COVID-19 Coronavirus  • Staff • Councilors • Public	Have you checked the UK Government website to check the latest guidance?  <b>Lateral Flow tests</b> Availability from the following website: <a href="https://www.gov.uk/find-covid-19-lateral-flow-test-site">https://www.gov.uk/find-covid-19-lateral-flow-test-site</a>	As these tests are now freely available consideration should be given to all meeting participants to have a test within 48 hours of a meeting.	Make aware	
	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place</li> <li>• Stringent hand washing procedures in place</li> <li>• See hand washing guidance:</li> <li>• Drying of hands with disposable paper towels</li> <li>• Gel sanitisers in any area where washing facilities are not readily available</li> </ul>	Attendees should be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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.  Tissues will be made available throughout the workplace. Posters, leaflets and other materials are available for display	Make aware	
	<b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.		Setup	
	<b>Social Distancing</b> Reducing the number of persons in any meeting room to comply with the current legislation.  Adhering to the Government advice regarding the number of people allowed in the meeting room at any one time.  Social distancing guidelines apply to all parts of your council building, not just the area where attendees are meeting. This includes entrances and exits, break rooms, canteens, toilets etc.	Attendees to be reminded of the importance of social distancing, both in the meeting room and outside of it. Use of signage to remind attendees to keep their distance from other attendees wherever possible. Floor, wall and table signs should be used. Consider the layout of the meeting room to reduce the number of attendees being face to face. Use of screens and barriers wherever possible.	Make aware	
	<b>Wearing of Masks</b> Where Risk Assessment identifies wearing of masks as a requirement of the job, an adequate supply of these will be provided. Attendees will be instructed on how to remove masks carefully to reduce contamination and how to dispose of them safely.	Attendees to be reminded that wearing of masks does not prevent people from contracting COVID but is a measure to reduce the risk.	Make aware	
	<b>Ventilation</b> When selecting appropriate meeting facilities, specific care should be given to ensuring that the facilities can be ventilated i.e. have plenty of windows rather than a basement room.		Setup	
	<b>Attendees</b> Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time.  The sharing of pens, documents and other objects should be avoided.		Make aware	
	<b>Symptoms of COVID-19</b> If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until after a safe quarantine period has elapsed.  If advised that an attendee of a past meeting has developed COVID-19 and were recently on your premises, then all other attendees should be informed of the situation and advised to self-isolate.		Make aware	

# COVID Meeting Policy of Hovingham with Scackleton Parish Council

We are all committed to making the meeting as safe as possible for all those attending so we make you aware of:

## Testing

- Lateral flow tests are freely available to everyone, if in doubt get a test within 48 hours of meeting

## Hand Washing

- Attendees are reminded to wash their hands on a regular basis, use a hand sanitiser if washing facilities not available

## Cleaning

- All surfaces must be cleaned before and after meeting

## Social Distancing

- You are reminded to remain at least 2m apart unless mitigated using a mask when you should remain at least 1m apart

## Meeting Room Layout

- Tables will be organised so attendees can remain at least 2m apart and enable full participation in the meeting

## Wearing of Mask

- Must be worn when entering, leaving or moving around the meeting room
- Please remember a mask does not prevent catching COVID, it is a measure to reduce it

## Ventilation

- The room will be well ventilated

## Attendees

- Only attend by those who need to attend and meeting length will be kept to a minimum

## Symptoms of COVID-19

- If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until after a safe quarantine period has elapsed.
- If advised that an attendee of a past meeting has developed COVID-19 and were recently on your premises, then all other attendees should be informed of the situation and advised to self-isolate.

Please do not attend if you are in any doubt about your own, or the safety of others.

The safety of everyone must be our priority.

## Proposed and adopted by:

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19<sup>th</sup> May 2021