



Aylesham Parish Council
Covid-19 Risk Assessment for meetings at Aylesham House

This risk assessment is to be regularly reviewed.

Date of most recent review: 07/10/2021

Reviewed by: N.Purcell- Acting Assistant Clerk

What are the risks?	Description of Risk	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Room set up and dismantling	Transmission of Covid-19 from setting out the chairs to hold the meeting and other facilities – kitchens, toilets, doors, windows.	Sanitise chairs and tables at the end of the meeting before storage, sanitise other facilities other usage. Sanitisation provided for users of toilet and kitchen areas.	The meeting room to be fully sanitised after use, including the chairs, tables, floors, light switches, door plates, toilets to include toilet flush/seat, sink and taps, door handles and floor. Only one toilet is in use during PC meeting evenings to reduce cleaning needed. Tables are only provided for the Clerk, Assistant Clerk and Chairman. Chairs to be set out with at least 1m distance between them to avoid people facing each other. Cllrs to sanitise their own chairs. Designated Cllrs to assist the Clerk and Assistant Clerk with the sanitisation in the areas listed above. Room to be ventilated with windows open at all times.	Clerk Assistant Clerk Cllrs

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Entering and leaving the meeting	Close proximity to other Cllrs and the public entering and leaving the meeting and contact with doors.	<p>Cllrs, staff and members of the public to enter the meeting and leave in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser at entrance to meeting.</p> <p>Chairs will already be laid out in the correct layout – no additional chairs must be added to meeting room.</p>	<p>Ask Cllrs to form an orderly queue and enter the meeting room one by one.</p> <p>Chairman and Clerk/Assistant Clerk to sit at table facing Cllrs at the top of the room, with Cllrs facing them.</p> <p>PPE to be available at entrance.</p>	Clerk Assistant Clerk Cllrs				
Meeting environment	Transmission through air and touch	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be left open facilitate the free flow of air through the meeting room.</p>	<p>Capacity with social distancing is: 11 Three sitting at tables:</p> <table><tr><td>Permitted attendance: <u>Full Council</u> Clerk Assistant Clerk 9 Cllrs 0 Members of the public</td><td><u>Recreational & Facilities Committee</u> Clerk (when required) Assistant Clerk 5 Cllrs 0 Members of the public</td></tr><tr><td><u>Planning Committee</u> Clerk (when required) Assistant Clerk 5 Cllrs 0 Members of the public</td><td><u>Finance, Audit & Personnel Committee</u> Clerk Assistant Clerk (when required) 5 Cllrs 0 Members of the public.</td></tr></table>	Permitted attendance: <u>Full Council</u> Clerk Assistant Clerk 9 Cllrs 0 Members of the public	<u>Recreational & Facilities Committee</u> Clerk (when required) Assistant Clerk 5 Cllrs 0 Members of the public	<u>Planning Committee</u> Clerk (when required) Assistant Clerk 5 Cllrs 0 Members of the public	<u>Finance, Audit & Personnel Committee</u> Clerk Assistant Clerk (when required) 5 Cllrs 0 Members of the public.	Clerk Assistant Clerk Cllrs
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Conduct of Meeting	Transfer through touch and air	<p>Cllrs to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>No circulation of paper documents.</p>		Clerk Assistant Clerk Cllrs				

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Wider Issues	<p>Members of the public not able to attend in person.</p> <p>Members do not feel safe attending face to face meetings.</p> <p>Ensuring, given social distancing, that all meeting attendees can hear what is being said.</p>	<p>Examine technological solutions to facilitate virtual attendance at meetings.</p> <p>If unable to provide technology for virtual attendance members of the public are encouraged to submit questions, comments etc prior to the meeting. Due to Covid-19 Legislation only a limited number of public will be permitted to attend meetings in person.</p>	<p>To provide technology to allow virtual attendance, unless there is a change in the law, Cllrs attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes.</p> <p>Suggest Cllrs stand when addressing the meeting so their voices will carry better if anyone is experiencing difficulty in hearing.</p> <p>Need to keep meeting “moving” so it does not last longer than necessary – NALC, UK GOV advice.</p> <p>Need to examine what technical solutions are available?</p> <p>Advert on agendas and members of the public may not be permitted into meetings dependant on numbers.</p>	<p>Clerk Assistant Clerk Chairman</p>
	Track and trace	QR code to be scanned by all in attendance. If anyone is unable to do this an attendance list is to be used.	Provide provision to allow contact details to be provided if QR Code unable to be scanned.	<p>Clerk Assistant Clerk Cllrs Members of the public.</p>