

COVID-19 Risk Assessment for physical BPC meetings.

Area or People at Risk	Risk Identified	Our Controls	Ongoing controls	Actioned By
<ul style="list-style-type: none"> • Councillors • Officers / staff • Members of the public. 	<p>Infection between attendees.</p> <p>Surfaces (including refreshment equipment) infected by people carrying the virus.</p> <p>Rubbish containing tissues and cleaning cloths.</p>	<p>Sufficient distance between chairs around the table for Cllrs + Officers. Plus between seats in public gallery.</p> <p>All tables + chairs etc wiped before and after meeting.</p> <p>Anti-bacterial gel at room entrance.</p> <p>Masks must be worn on entry and at all times unless seated or speaking; masks must be worn if not seated.</p> <p>Scan or sign in for Track and Trace.</p> <p>Officer/s to ensure number of people (Cllrs + Officers + public) in room to not exceed COVID maximum capacity.</p> <p>Covid rules (of the meeting) for potential attendees clearly set out in agenda.</p> <p>Public asked to notify parish office of attendance, to help control numbers attending. Meetings to be streamed online to minimise public attendance.</p> <p>Windows to be opened to maximise air flow.</p>	<p>Talk with staff regularly to see if the arrangement is working / can be improved.</p>	<p>ALL</p>

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		<p>Litter bins if present to be emptied before and after meetings.</p> <p>No public copies of agendas etc to be provided.</p> <p>No refreshments to be provided. Attendees to bring own water bottles etc.</p>		
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