

Colyton Parish Council Risk Assessment.

Physical meeting in the Colyton Town Hall.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is a generic Risk Assessment for dealing with the current Covid-19 situation when attending physical meetings. To keep up to date with advice in all areas in this fast changing situation visit <https://www.gov.uk/coronavirus>.

We would urge any individual who feels unwell themselves or who has been in recent contact with anyone suffering from possible Covid symptoms not to attend the meeting.

What are the hazards?	Who might be harmed?	Controls required.	Additional controls.
Spread of Covid-19	<ul style="list-style-type: none"><li>• Councillors</li><li>• Staff</li><li>• Members of public attending meeting.</li><li>• Cleaners</li></ul>	<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 taking place.</li><li>• Hand Sanitiser readily available.</li></ul>	Councillors and Members of the public are to 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. Councillors and members of the Public are to be reminded that wearing of gloves is not a substitute for good hand washing. Paper hand towels will be provided to dry hands. Used paper towels to be disposed of in the bins provided Hand sanitiser is available at entrance and exit of the Town Hall.

		<p><b>Face Masks</b> Face masks must be worn when entering and exiting the hall.</p>	<p>One seated you may remove your mask if you wish to.</p>
		<p><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, reception area using appropriate cleaning products and methods.</p>	<p>All tables and chairs to be left as they are to be cleaned after the meeting. No additional chairs to be picked up or moved around.</p>
		<p><b>Social Distancing</b> Social Distancing Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>The hall will be set out with all chairs a minimum of 2 metres apart – do not move any chairs or tables. A one way system to be introduced. Persons must enter through the main front doors and exit through the far fire exit. Disabled access to the side of the hall through the first fire door.</p>
		<p><b>Ventilation</b> Depending on the level of occupancy</p>	<p>There will be a maximum of 30 people in the hall, including Councillors and the clerk. Windows will be open and the side fire doors will be open.</p>
		<p><b>Test and Trace</b> Keeping details of all attendees</p>	<p>In order to support the NHS test and trace a record will be kept of all visitors to the Town Hall for 21 days The clerk will take a register with names, addresses and contact details of all attendees and be able to give full details to track and Trace officials</p>

