



Meeting of the Parish Council 9th Sept 2020

NYMNPA Moors Centre, Danby

Covid 19 Risk Assessment

Purpose: To reduce the risk of contracting Covid 19 / Corona Virus for those attending the meeting. A copy of this risk assessment will be kept on file by the Clerk to the Parish Council.

NB the risk of contracting Covid 19 cannot be eliminated completely.

Persons to whom this risk assessment applies: All members of the Danby Group Parish Council, the Clerk to the Parish Council, visiting Councillors **AND** any member of the public in attendance.

Guidelines to be followed:

As the meeting is to be held in the National Park Authority's premises **ALL** instructions issued by the Authority in respect of Covid 19 must be followed.

The Clerk will maintain a list of all those in attendance and as part of the 'track and trace' regime. Any member of the public in attendance will be required to provide their name and a contact telephone number. Any person refusing to provide their name and contact telephone number will be excluded from the meeting.

Any person, (1) with diagnosed Covid 19, (2) symptoms (even mild symptoms) of Covid 19, (3) who has been in contact with anyone diagnosed with Covid 19 or with symptoms of Covid 19 within 14 days prior to the meeting; **MUST NOT** attend the meeting.

Hand sanitiser will be provided at the entrance to the meeting venue.

Safe social distancing measures must be maintained at all times, this includes seating arrangements.

Meeting agenda - In a joint statement issued by the National Association of Local Councils and the Society for Local Council Clerks it was stated that where a local council has identified a need to hold a physical meeting as they are unable to conduct council business in any other way a meeting may be held.

The agenda for the meeting will therefore be kept as brief as possible and as a guideline the meeting should ideally not last beyond 1 hour.

The agenda and necessary papers for the meeting will be circulated in advance of the meeting and no papers will be handed out at the meeting.

Any person, who within 14 days after the meeting is diagnosed with Covid 19 or has symptoms (even mild symptoms) of Covid 19 **MUST** contact the Clerk who will thereafter contact all others who were in attendance at the meeting.