



Meeting of the Parish Council 26th May 2021

Castleton Village Hall

Covid 19 Risk Assessment

Purpose: To reduce the risk of contracting Covid 19 / Corona Virus for those attending the meeting.

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:

A copy of this risk assessment will be kept on file by the Clerk to the Parish Council.

As the meeting is to be held in Castleton Village Hall **ALL** instructions (i.e. any Risk Assessment) issued by the Village Hall Management Committee in respect of Covid 19 must be followed. (This includes maximum occupancy numbers.)

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. Data will be held for 21 days and provided to NHS Test and Trace if requested. Data will be managed in accordance with the General Data Protection Regulations.

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.

On entering and leaving the Village Hall everyone, should wash their hands thoroughly for at least 20 seconds using soap and water or use the hand sanitiser.

Toilet facilities are available and should be used by only one person at a time – good hand hygiene is essential.

In England, face coverings are currently required by law to be worn in certain settings. On entering the Village Hall users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'

Safe social distancing measures must be maintained at all times, this includes seating arrangements. (Chairs spaced appropriately, no tables in use.) The floor space is large and the venue is adequately ventilated.

The agenda for the meeting will be kept brief as possible as a guideline the meeting should not last beyond one and a half hours.

The agenda and necessary papers for the meeting will be circulated by email in advance of the meeting and no papers will be handed out at the meeting (other than those requiring signature of the Chair).

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.