

## Stenson Fields Parish Council

### Face-to-face Parish Council meetings from July 2021

**PLEASE NOTE** Government rules now require Parish Councils meetings to take place face-to-face, rather than the interim “remote” arrangements that have applied over the past year. While Covid restrictions have been relaxed, social distancing measures will remain in the school, and this may impact on the number of residents able to attend. We expect to be able to allow up to 3 members of the public, but the Chairman may exercise discretion to exclude entry above or just below that number. We will continue to take certain steps to mitigate residual COVID-related risks. These are:

1. A COVID-19 risk assessment has been completed – and please see below the Parish Council’s risk assessment.
2. If you or anyone in your household has had COVID-19 symptoms in the last 10 days, you must not attend this meeting.
3. If you or anyone in your household develops COVID-19 symptoms within 7 days of attending the meeting, you must use the Test, Track and Trace system to alert others with whom you or they have been in contact.
4. Before the meeting, tables and chairs will be laid out and they and door handles etc will be cleaned.
5. On entry, every person must wear a mask, unless exempt. The clerk will ensure that all contact details are taken obtained from any members of the public attending on the sheet that will be provided at the entrance (and retained by the Parish Council for 21 days. The use the hand sanitiser provided at the entrance.
6. Masks must be worn while inside the school. Seats & tables for Parish Councillors and clerk will be laid out in a manner to preserve 2 metres social distance.
7. Seats for public use will be provided, but, again, spaced to preserve social distance. Those seats must not be moved closer to other seats.
8. Given our ongoing social-distancing requirements and the need to facilitate entry & exit, the capacity for public seating will be very restricted. That limit is likely to be around 3 which is normally more than enough. However, should more members of the public seek to attend, they will be refused entry. As indicated above, the Chairman may exercise discretion to exclude entry above or just below that number.
9. Ventilation will be enhanced by the opening of some or all windows and leaving the entrance door open.
10. Use of toilet facilities will not be encouraged.
11. The Parish Council meeting will be kept to a short duration, to mitigate risks.

## Risk Assessment

Following the government announcement of further easing of lockdown restrictions from July 19th allowing for a return to face-to-face meetings and no further legislation allowing remote PC meetings NALC guidance includes a requirement to “carry out an appropriate COVID-19 risk assessment”. It is made very clear that “Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law”.

On that basis, this Risk Assessment takes each of the Key Principles as set out in the guidance and assesses whether practical arrangements can be put in place to allow a safe face-to-face meeting.

Key Principle	Government Guidance	Assessment	Conclusion
Action has been taken to seek the best option for an appropriate venue to allow social distancing and comply with normal Council requirements	To comply with social distancing of 2 meters and good ventilation / cleanliness	Stenson Fields primary school is large enough to accommodate the 8 Parish Councillors likely to attend with the Clerk, CCllr and DCllr and space for members of the public if they also wish to attend the meeting. The school/ parish council has carried out a risk assessment and put in place a cleaning protocol	The parish council will comply with government guidelines for social distancing and allow for public attendance
General Maintenance Issues following Lockdown	Ensure the premises has been cleaned before the meeting takes place	All chairs and tables and surfaces will be cleaned before the meeting. Windows and the exterior doors will be open to allow good ventilation during the meeting	The venue will provide a safe and appropriate place for the PC to meet
Social Distancing	Put in place measures to support social distancing – 2m or 1m plus risk mitigations.	Chairs will be placed at least 2 mtrs apart and Councillors will enter one at a time and exit in the same way.	Social distancing will be able to be maintained throughout the meeting

Cleaning and Hygiene	Put in place cleaning / sanitiser protocol	Hand sanitiser will be provided for all Councillors and members of the public at entry and exit points and at tables	Provision will be made for hand cleaning at entry and exit points
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Face Coverings	Councillors and members of the public will be encouraged to wear face coverings whilst in the meeting	Disposable face masks will be offered to Councillors and members of the public although wearing them will not be mandatory since no one should come within 2 metres of another person	Disposable masks will be provided for extra protection if required
Paperless meeting	No papers to be provided by the Clerk at the meeting	All documents will be precirculated electronically and must be printed off by the individual if they wish to refer to them. All papers must be taken away with them at the end of the meeting	There will be no / minimal handling of papers or other materials by more than one person
Keeping Staff Safe	Consider the risks staff may be exposed to and how these can be mitigated.	Any Councillors who may be more at risk can choose not to attend the meeting	Alternatives to a face to face meeting will not be offered

**Conclusions:-**

**That based on the above risk assessment and risk management actions carried out as outlined it will be safe and appropriate to meet on 29<sup>th</sup> July 2021**