

WICKEN PARISH COUNCIL RISK ASSESSMENT

IN PERSON MEETINGS

Following guidance from the Government, Wicken Parish Council have been meeting virtually since April 2020. The Standing Orders were amended to reflect this.

Following the relaxation of the rules, Parish Council meetings are allowed to be in-person meetings.

As well as the current social distancing guidance, the Parish Council have considered the guidance from the NALC and SLCC checklist for holding an in-person council meeting.

The Mission Hall Trustees have agreed that the hall will be open with effect from 12th October 2020.

Potential Risk	Areas to be considered	Actions to minimise risks	Action completed by
Contraction of COVID-19 by members of the public not following current government guidance	Person attending the meeting	Each person will have their temperature taken prior to entering the village hall. An infra-red thermometer will be used. Anyone identified as having a raised temperature will be turned away. Anti-bacterial gel must be used prior to entry. Masks will be worn prior to the meeting starting and must not be removed until seated.	Clerk or Chair
	Test and Trace	The hall has a QR code on the door for visitors to use. Names, phone numbers and addresses will be taken of those in attendance.	Clerk
	Social Distancing	The meeting will take place in the main area of the hall. Tables will only be used by the Chair and Clerk. Chairs for Councillors will be in a horseshoe shape with chairs being 2 metres apart. Members of the public will be seated 2 metres apart at the back of the hall.	Clerk

	Procedure for the meeting	Entry will be staggered with all councillors seated by 7.25pm Anyone arriving after 7.30pm must text the Clerk who will meet them at the door to check their temperature and take details. Councillors will bring their own paperwork	Clerk
	Cleaning	Tables will be wiped with anti-bacterial wipes prior to and after the meeting. Touch points including light switches, door handles, and window catches will be cleaned prior to and after the meeting by the clerk	Clerk
	Facilities	Only one toilet (disabled) will be in use. This will be cleaned by the hall caretaker. Users are encouraged to follow hygiene rules. There will be no refreshments. Windows will be open for ventilation. Only the Clerk or Chair will enter the bar area to turn on/off lights.	Clerk or Chair

11 October 2020