

## **RISK ASSESSMENT FOR COUNCIL MEETING AT ST PETER'S CHURCH WELLESBOURNE 22<sup>ND</sup> JUNE 2021**

- ARRIVAL TIMES TO BE STAGGERED TO AVOID GATHERINGS (Cllrs to arrive at 6.45-7pm/Public 7-7.15pm)
- MEETING TO BE QUORATE TO MINIMISE RISK BY LIMITING ATTENDEES WHERE POSSIBLE
- SOCIALLY DISTANCED SEATING FOR ALL COUNCILLORS AND STAFF (one Cllr at each end of a table only)
- SOCIALLY DISTANCED SEATING FOR ALL MEMBERS OF PUBLIC (one person per pew whilst limit of 6 people)
- PUBLIC ATTENDANCE STRICTLY RESTRICTED TO SIX PEOPLE (above this number – persons refused entry)
- DOOR KEEPER TO ENSURE DETAILS OF MEMBERS OF PUBLIC ATTENDING ARE RECORDED
- DOOR KEEPER TO ASSIST ATTENDEES TO SANITISE THEIR HANDS BEFORE BEING GUIDED TO THEIR SEATING
- NO PERSON TO CHANGE DESIGNATED SEATING BEFORE OR DURING THE MEETING (unless in an emergency)
- HAND SANITISER TO BE PROVIDED FOR USE BY ALL COUNCILLORS AND STAFF
- ONE WAY SYSTEM TO AVOID CROSS OVER OF PEOPLE
- MEETING TABLES TO BE ARRANGED SO NONE HAVE FACE TO FACE CONFIGURATION
- GOOD VENTILATION TO BE ARRANGED (open doors/windows where possible)
- MEETING TO BE AS SHORT AS POSSIBLE TO LIMIT THE TIME SPENT INSIDE
- ALL ATTENDEES TO BE ENCOURAGED TO SANITISE THEIR HANDS ON THE WAY OUT
- ARRANGEMENTS TO BE MADE FOR CllRS TO HAVE PA SYSTEM TO AVOID RAISING THEIR VOICES (PA system to be placed between two Cllrs so access for both – sanitising wipes to be available for Cllrs to wipe the control pad between use and no Cllr to get too close to the microphone when in use)
- NO PHYSICAL CONTACT TO BE MADE BETWEEN ATTENDEES (no hand shaking/hugging/touching permitted)

Risk Assessment for WELLESBOURNE & WALTON PARISH COUNCIL meeting in St Peter's Church only on 22/06/21