

## South Petherwin Parish Council – COVID-19 Risk Assessment Return to Physical Meetings

Area	Hazard	Risk	Population Group Exposed	Controls
COVID-19 regulations	Meeting the regulations of COVID-19	Medium	Council Public	Chairman to guide Councillors and parishioners to their seats. Chairman to brief attendees on the contents of this risk assessment at the start of the meeting. All attendees must sign the register on entry (to be kept for 21 days and then destroyed)
Social distancing	Meeting the social distancing requirements entering and leaving the building and during the meeting	Medium	Council Public	Signs erected entrance only, exit only. Chairs and tables prepositioned 2m apart ahead of the meeting, socially distanced and where possible not face to face. Attendees allocated seating. <ul style="list-style-type: none"> <li>Individuals not to leave their seats during the meeting without informing the Chairman.</li> <li>Phased departure of attendees, all discussions to be taken place when seated.</li> </ul>
PPE	Transmission through the air and touch	Medium	Council Public	All attendees must wear masks for the duration of the meeting, the mask can be removed when the attendee is speaking. All attendees must hand sanitise on entry and exit. Desks and chairs to be sanitised before and after the meeting.
Documents and materials	Sharing/signing of documents	Low	Council	Documents for signing will be placed on tables ahead of the meeting, Councillors will sanitise after signing the documents and leave the signed documents on the table.
Ventilation	Ensuring proper ventilation	Low	Council Public	Windows to be open during the meeting and beforehand if the room has been used during the day.
Capacity of hall	Attendees exceed capacity	Low	Council Public	If social distancing cannot be achieved due to the number of attendees the meeting will be cancelled/postponed or moved outdoors.