



STOW ON THE WOLD TOWN COUNCIL

COVID 19 IN PERSON COUNCIL/COMMITTEE MEETINGS RISK ASSESSMENT

THE PURPOSE OF THIS RISK ASSESSMENT IS TO MANAGE THE HAZARDS/RISKS OF COUNCILLORS, STAFF, ADVISORS, VOLUNTEERS AND MEMBERS OF THE PUBLIC IN RELATION TO HAVING CONTACT WITH PERSONS SUFFERING FROM COVID 19 AND THE POSSIBILITY OF SPREADING THE VIRUS TO OTHERS IF ATTENDING ANY COUNCIL/COMMITTEE MEETING.

THE SEVERITY OF THE RISK IS CURRENTLY SET AT MEDIUM.

Activity/Task	Controls in Place	Comments
Council & Committee meetings	Currently the council will use St Edward's Hall for monthly Council Meetings (maximum capacity 45). Stow Youth Centre will be used for Council Committee Meetings etc (maximum capacity 18).	When venue meets capacity see "Members of the public/press" below.
On arrival/departure	All attendees will be asked to provide their name and contact details on arrival which will be destroyed after 21 days and held in line with Data Protection Act 2018 & GDPR. Everyone must sanitise their hands on arrival and departure.	Someone will be assigned to the registration desk prior to start of meeting.
Furniture & touchpoints	All chairs and tables will be sprayed or wiped down ahead of attendees arriving. Prior to departure any furniture used will be re-sanitised and all door/window handles, light switches etc will be wiped down and any other miscellaneous items used.	
Members of public/press	Where there is significant public interest and the room is at recommended capacity the Council may have to consider restricting by taking public participation per item. Whilst council may not be able to guarantee attendance for the whole of the meeting this should allow access for the item of interest. Members of public are also encouraged to pose their question in at least 24 hours in advance of any meeting so it can be addressed at the respective meeting.	
Toilets, kitchen and other rooms at the venue	No access to any other rooms in the building is allowed including the toilets.	

PPE required	Masks must be worn by all attendees upon entry and can remove their mask for the duration of the meeting when seated but if moving around must wear a mask at all times. Avoid touching your face, nose or eyes and if you do sanitise your hands.	
Refreshments	No refreshments will be served but attendees can bring their own if so desired but must everything brought into the room home with them.	
Meeting papers, pens etc	Councillors will have been supplied with their meeting paper packs and must bring them along to the meeting. No agenda will be handed out at the meeting for members of public. All papers must be taken home by the individuals and not left at the venue. Hard copies of the agenda will be made available at the registration desk for members of the public/press and must take them home to dispose of.	
Seating arrangements & social distancing	Seating layout in the venue to accommodate councillors and the public. It may not be possible to provide tables for members to use during the meeting. Wherever possible people should not sit face to face and must maintain at least 2 metres apart. Expect the seating plan to be different. Everyone should move straight to their seat and should not gather to talk/chat with others at the venue.	
Who should not attend?	Anyone displaying symptoms, tested positive or returned from abroad in the last 14 days.	
Signage	Attendees should also adhere to any extra Covid 19 signage throughout the venue.	
Ventilation	Windows and doors to remain open for the duration of the meeting when possible.	

Assessed by: Mrs H Siphthorp, Clerk & RFO of the council **Date assessed:** 10th May 2021