

RISK ASSESSMENT

From 17th May 2021, as face-to-face council meetings resume, there will still be the risk to attendees of COVID-19 exposure. Bayford Parish Council has conducted a risk assessment in advance of a face-to-face meeting with the following steps to be taken:

1. Village hall to have good ventilation, including opening windows and doors where possible.
2. Seating to be arranged so people are not facing each other directly.
3. All seating to be 2 metres apart.
4. Toilets will be out of use.
5. Numbers will be limited due to the restrictions and admittance allowed only if registered and acknowledged on the BPC website at least 3 working days prior to the meeting.
6. Arrival and exit times for councillors and members of the public will be staggered. Councillors are to arrive no later than 7.45pm and members of the public at 7.55pm
7. Everyone must wear a face mask.
8. Entrance will be via the kitchen door and exit via the hall doors.
9. Members of the public are to queue up outside to register, 2 metres apart.
10. A hand sanitiser will be provided for those entering the village hall.
11. All attendees should register on arrival giving name and contact number (please bring your own pen).
12. Meeting to be paperless. Any documents to be signed, councillors to wear disposable gloves before handling any papers.
13. If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.
14. Meeting duration to be as short as possible.
15. At the end of the meeting each attendee to sanitise their own chair with wipes provided before leaving the room.