

Sunningdale Parish Council - Face to Face meetings - RISK ASSESSMENT (May 2021)

What are the Hazards?	Who may be harmed?	Controls Required	Additional Controls	Action Who?	Action When?	Done
Spread of COVID-19	1. Employees 2. Council Members 3. Members of the Public	COVID Secure Venue	50% capacity with ventilation, one way in, one way out and appropriate signage.	Parish Team managing the Venue	Regular review prior to all bookings and changes to government guidance.	Completed
		Venue Cleaning	To comply with COVID Secure guidelines, clean in and clean out.	Parish Team managing the Venue	Before and after each meeting.	To be completed at each meeting.
		Lateral Flow Tests	As these tests are now freely available consideration should be given to all meeting participants to have a test within 48 hours of a meeting.	All attendees.	When requested by the meeting co-ordinator, usually the Proper Officer.	Pending
		Masks mandatory	Masks to be worn by all attendees during the meeting unless removed for speaking.	All attendees.	At all meetings.	To be completed at each meeting.
		Space between attendees	1m spacing with desk or chair space restricted by "Do not use this space" signage	All attendees.	At all meetings.	To be completed at each meeting.
		Hand Sanitiser	Provided on entry, and in the room along with hand washing facilities and posters.	All attendees.	At all meetings.	To be completed at each meeting.

Ventilation	Appropriate doors / windows to be left open during the meeting. Attendees encouraged to wear appropriate clothing. No heating to be used.	Parish Team managing the Venue	At all meetings.	To be completed at each meeting.
Signage	Hand - Face - Space signage at venue as well as Catch it - Bin it - Kill it.	Parish Team managing the Venue	At all meetings.	Completed
Venue Sign in	NHS Venue sign in via QR code along with physical sign in sheet for those attendees unable to use the app.	Parish Team managing the Venue	At all meetings.	To be completed at each meeting.
Attendees	Numbers should be encouraged to stay at only those who need to be present and methods encouraged for communication in other ways.	Ability to pose questions in advance to be answered by the meeting attendees.	At all meetings.	To be completed at each meeting.
	Ensure the meeting time is kept to a minimum.	Shorter agendas and more focused meetings.	Proper Officer and Chairman. Meeting attendees for preparation prior to the meeting.	To be completed at each meeting.