COVID-19 Meeting risk assessment for meetings held at Goudhurst Village Hall on or after 14 June 2021

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| Area or People at Risk | Risk identified | Actions to take to mitigate risk | Persons responsible for carrying out relevant actions |
| Councillors, Clerks, Members of the public. | Contracting the virus | Nobody should attend a meeting if they have symptoms, are self-isolating due to symptoms in their household or have been told to self-isolate by the Track and Trace Service.  The main symptoms of coronavirus (COVID-19) are:   * a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.   Attendees are encouraged to wear face coverings when entering the building and leaving the meeting. They may be removed once seated.  Councillors and Officers are strongly encouraged to take a lateral flow test on the day of the meeting – these are available, free of charge, from the Village Pharmacy.  Furniture will be set out to allow Cllrs, Officers and members of the public to socially distance during the meeting. Please do not move the chairs and remain seated for the duration of the meeting.  Hall to be well ventilated – windows and doors to be propped open. | All – The Clerk will display the notice provided by the Village Hall Committee.  All  Councillors, officers.  Clerk  Clerk |
| Councillors, Clerks, Members of the public – contact with infected surfaces | Contracting the virus from surfaces | Hand sanitiser to be used on arrival & departure from the Village Hall. There is a dispenser in the lobby.  Surfaces and furniture to be cleaned once the meeting has finished.  Toilets to be cleaned before and after use – door handles, flush handle, seat, tap and basin. | All  Clerks  All |
| Councillors, Clerks, Members of the public – social distancing | Contracting the virus from others – social distancing | Everyone attending the meeting to maintain a social distance of 2 metres or 1 metre with mitigations.  Whilst waiting to enter the building, a social distance of 2 metres must be maintained.  When there are two meetings on the same evening, those leaving the first meeting should do so via the fire exit. Those joining the second meeting should wait outside the hall until called in.  There is limited to space for members of the public and spaces will be allocated on a first come basis. Members of the public to leave as soon as the meeting has finished.  Councillors are asked to arrive promptly, allowing time to be seated, and to leave immediately the meeting finishes.  Only 1 person to enter the toilets at any one time – users need to sanitise before and after use. Users of the men’s facilities should avoid crossing on the stairs. | All  All  All  Members of the public  Councillors  All |