

Covid Risk Assessment for Winsley Parish Council Meetings

No one should attend the meeting if they are displaying any Covid symptoms, have tested positive for Covid, or have returned from abroad in last 14 days.

Everyone attending the meeting is encouraged to take a LFT test before attending the meeting.

Venue

- The Village/Church Hall will provide their risk assessment document.
- Councillors and the public should bring their own hand sanitiser for use before entering the building and on leaving.
- Windows and doors will be opened as appropriate to keep the hall well ventilated.
- A record will be kept of everyone attending the meeting.
- Seating will be provided 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 2m or 1m+ with adjustments.
- Consideration will be given to whether it's possible to provide a one-way system through the building.
- Councillors and members of the public should move straight to their seat and not gather to talk/chat with others.
- Masks should be worn when moving around the hall. Councillors and members of the public may remove their masks during a meeting whilst seated.
- Other rooms in the building (kitchen, toilets etc.) will be closed, access will be to the main meeting room only.
- Councillors and members of the public can bring their own drinks but eating is not allowed.

Council business

- Agendas and Meetings will be focused to ensure that the length of the meeting is as short as possible, ideally less than one hour.
- Councillors who declare an interest and must leave the room will need a clear path and should wear a mask when moving about.
- All paperwork will be circulated in advance; it will not be possible to provide any additional documents at the meeting.
- Councillors must bring their own writing materials which they must take with them at the end of the meeting.
- Councillors may use their own laptops and tablets at meetings which should be wiped down before and after the meeting.
- Members should remain seated throughout the meeting.