

COVID-19 Risk Assessment for Monkton Combe Parish Council Meeting – Monday 14th September 2020 at 7:30 p.m. in the Village Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Date completed and/or notes.
ALL ATTENDEES	Attendee is unwell possibly carrying Covid-19	Individual Must stay at home if unwell. Instructions in meeting notices. Any individual developing symptoms during the meeting Must report this to the Clerk/Chairman and leave via a safe route immediately. Attendee advice and instruction published prior to meeting.	Sunday 6 th September.
Clerk & Chair entering Hall	Virus transmission via contact with door handles, and air borne transmission.	Clerk & Chair to wipe down door handles before and after contact. All such doors to be left ajar, to minimise hand contact with handles. Face covering worn throughout.	Monday 14 th September 6:30 p.m.
Clerk & Chair setting up room	Virus transmission via contact with furniture and equipment.	Clerk & Chair will sanitise thoroughly before and after setting up. Furniture is wiped down after being set out, as deemed necessary. Furniture is set out so it observes social distancing. Face covering worn throughout process.	Monday 14 th September 6:30 p.m.
Councillors entering Hall	Virus transmission via contact with door handles, and air borne transmission.	Clerk & Chair have previously wiped down handles that might be used. Entry for Councillors is via the REAR Door through the kitchen. They are instructed to ensure social distancing with other Councillors during entry. Councillors will sanitise hands thoroughly after entering and before taking their seat and to avoid contact with door furniture. Councillors will wear Face Coverings throughout.	Monday 14 th September 7:20 p.m.
Public entering Hall	Virus transmission via contact with door handles, and air borne transmission.	Clerk & Chair have previously wiped down handles that might be used and will leave doors ajar. Entry for PUBLIC is via the MAIN FRONT Door. They are instructed to ensure social distancing with other members of the public during entry, in both published advice and instruction, and on a notice at the door. Public will sanitize hands thoroughly on entering using hand sanitizer at the door and before taking their seat. All instructed to minimise hand contact with handles. Public will wear Face Coverings throughout.	Monday 14 th September 7:30 p.m.
Councillors during meeting	Virus transmission via contact with furniture and equipment, and air borne transmission.	Clerk & Chair have previously wiped down furniture being used. Furniture is set out so it observes social distancing, and is instructed NOT to be moved. Face coverings may be worn. Clerk has contact details for all Councillors.	Monday 14 th September 7:30 p.m. onwards

Public during meeting	Virus transmission via contact with furniture, and air borne transmission.	Clerk & Chair have previously wiped down furniture being used. Furniture is set out so it observes social distancing, and is instructed NOT to be moved. Face coverings may be worn. Public instructed to provide contact details before attending meeting. Essential as socially distanced seating capacity is limited.	Monday 14 th September 7:30 p.m. onwards
Use of Toilet & Kitchen facilities	Virus transmission via contact with furniture, and air borne transmission	Toilets only available on an essential need basis. Soap, hot water and disposable paper towels are provided in the Toilet. Instructions about safe hand washing posted on door and inside room. Bin provided for towel disposal. Kitchen facilities are closed and out of bounds to all.	Monday 14 th September 7:30 p.m. onwards
Public leaving meeting	Virus transmission via contact with door handles, and air borne transmission.	Clerk & Chair have previously wiped down handles that might be used. Exit for PUBLIC is via the MAIN FRONT Door. They are instructed to ensure social distancing with other members of the public during exit, in both published advice and instruction, and by the Clerk or Chair in the meeting before they leave. Public will sanitize hands thoroughly on exiting using hand sanitizer at the door and will be instructed to do so by the Clerk or Chair in the meeting before they leave. Public will wear Face Coverings throughout.	Monday 14 th September at end of meeting before Councillors leave.
Councillors leaving meeting	Virus transmission via contact with door handles, and air borne transmission.	Clerk & Chair have previously wiped down handles that might be used. Exit for Councillors is via the REAR Door through the kitchen. They are instructed to ensure social distancing with other Councillors during exit. Councillors will wash hands thoroughly after leaving their seat and before exiting the building. Councillors will wear Face Coverings throughout.	Monday 14 th September at end of meeting, after all members of public have left.
Clerk & Chair clearing the room		Clerk & Chair will sanitize hands thoroughly before and after clearing up. Face covering worn throughout process.	Monday 14 th September after end of meeting and when all others have left.
Clerk & Chair leaving Hall	Virus transmission via contact with door handles, and air borne transmission.	Clerk & Chair to wipe down door handles before and after contact and will sanitize hands on leaving. Face covering worn throughout.	Monday 14 th September after end of meeting and when all others have left.