



## MIDDLE RASEN PARISH COUNCIL – MEETING RISK ASSESSMENT

		<p>handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b> Social Distancing - Reducing the number of persons in the meeting area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Social distancing also to be adhered to in restroom and kitchen area.</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature during the meeting, they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently attending a meeting (including where a member of the council has visited other premises), the Clerk of the council will contact the Public Health Authority to discuss the case, and will take advice on any actions or precautions that should be taken.</p>	<p>All attendees reminded of the importance of social distancing both in the hall and outside of it.</p> <p>Attendees to follow instructions with regard to one way system in hall.</p> <p>Attendees may wear masks during the meetings</p> <p>Adhere to the special conditions of hire.</p> <p>Attendees to register with track and trace system.</p> <p>Contact details of attendees to be recorded, and kept for 30 days in the event of confirmed case.</p>	<p>Clerk</p> <p>All attendees</p> <p>All attendees</p> <p>All attendees</p> <p>All attendees</p> <p>All attendees</p>	<p>At each meeting.</p> <p>At each meeting</p> <p>At each meeting</p> <p>At each meeting</p> <p>At each meeting</p> <p>At each meeting</p>	
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