

## ISLEHAM PARISH COUNCIL

### COVID-19 RISK ASSESSMENT FOR THE MEETING ISLEHAM PARISH COUNCIL AND SHOULD BE APPLIED IN CONJUNCTION WITH RISK ASSESSMENTS ESTABLISHED BY THE BEECHES

This risk assessment applies to the Meetings of Isleham Parish Council and sets out the measures being used to maintain a safe environment for all Parish Council meetings and reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention is given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions. By applying the control measures set out below, each of these workplaces is deemed to be COVID secure. The risk assessment relies on the cooperation and vigilance of all councillors, council & Beeches employees and members of the public.

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<p>1. Control of access to Meeting Rooms Keeping meeting room usage in accordance with COVID 19 protocols to reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> <li>- controlled access point</li> <li>- parts of buildings closed or out of bounds</li> </ul>	<p>Precise management of access &amp; use of The Beeches Meeting rooms.</p>	<p>Meeting Rooms to be locked when not in use. Use of meeting rooms to be booked via trustees</p> <p>The Parish Clerk is to provide a list of councillors and to confirm attendees and contact details for potential follow up.</p>
<p>2. Social distancing protocols Maintaining social distancing between occupants as far as is practicable will reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> <li>- Social distancing in meeting rooms and communal spaces within The Beeches</li> </ul>	<p>Maximum number of attendees in the main hall is 40 (11 councillors, clerk and 22 members of the public)</p> <p>Maximum number of attendees in the large meeting room is 20. (11 councillors, clerk and 8 members of the public)</p> <p>Layout of the main hall and large meeting room is set in accordance with social distancing protocols, i.e social distancing of 1 metres to be maintained, desks to be arranged to avoid face to face configuration. (see appendix 1 &amp; 2)</p> <p>No gathering of delegates in the communal areas of The Beeches</p> <p>The Parish Clerk bears full responsibility for ensuring delegates observe social distancing throughout each meeting.</p>	<p>Meeting attendees to adhere to one way system:</p> <ul style="list-style-type: none"> <li>- enter the building via the main entrance</li> <li>- exit the building via the identified fire escape door</li> </ul> <p>Attendees may use the disabled toilet</p> <p>The Parish Clerk, to set room in accordance with social distancing protocols.</p> <p>Participants may bring their own bottled drinking water</p>

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<p>3. Hygiene and cleaning regimes Encouraging and facilitating good personal hygiene techniques and operating a comprehensive cleaning regime will help to reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> <li>- Hand washing</li> <li>- Hand sanitisers</li> <li>- Room cleaning &amp; hygiene</li> <li>- Kitchen / Refreshment</li> </ul>	<p>Soap dispensers &amp; paper towels provided in toilets.</p> <p>The Beeches to provide hand sanitiser as required. High Touch points and equipment in Meeting rooms to be cleaned after each meeting.</p> <p>A 72 hour break will be allowed in between meetings.</p> <p>The Parish clerk to provide own projector and other equipment and to remove these from site at the end of the meeting.</p>	<p>The Parish clerk will provide attendees with anti-bio spray &amp; cloths to wipe down work surfaces &amp; touch points.</p> <p>Contract Cleaner will have access in between the meetings</p>
<p>4. Use of PPE Using suitable PPE in the correct manner will reduce potential levels of covid-19 transmission.</p>	<p>Use of PPE onsite is not mandated at the time of writing this document. This will be updated if regulations change.</p> <p>PPE must NOT be disposed of on site</p>	<p>Use of PPE (face masks) onsite in meeting rooms and communal areas will be mandated for all attendees</p> <p>PPE will not be supplied to attendees and must NOT be disposed of on site.</p>
<p>5. Information and instruction Maintaining a high level of awareness of the sensible precautions to adhere to, will help to reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> <li>- Signage</li> <li>- Track and Trace</li> <li>- Adherence to Guidelines</li> </ul>	<p>Covid19 aware signage in place inside The Beeches</p> <p>Track and Trace – The Parish Clerk will be required to provide contact list of all meeting attendees. If the Parish Clerk becomes aware of any attendees reporting symptoms or being quarantined for C-19 post-event they must immediately inform the Beeches Trustees.</p>	<p>The Clerk and Chair of the Parish council will be responsible for:</p> <ul style="list-style-type: none"> <li>- managing their meeting and monitoring protocols</li> <li>- ensure measures are being adhered to.</li> </ul> <p>A copy of this Risk Assessment will be provided to the attendees in advance of the start of each meeting</p> <p>Track and Trace – attendees to register their attendance using the track &amp; Trace QR code</p> <p>Any non-compliance could result in the dispersal of a meeting in progress</p>
<p>6. Emergency procedures Maintaining adequate emergency arrangements is essential for the safe usage of buildings and</p>	<p>A copy of Emergency Procedures will be clearly displayed in all Meeting Rooms</p>	<p>Beeches managers to ensure that all Emergency Procedures are up to date and clearly displayed.</p>

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will allow the continuation of essential covid-19 service delivery. - fire and assembly point - first aid provision		Any update for the day will be communicated with the Parish Clerk. Please note: No First Aiders on site
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<b>Date of issue:</b>	<b>11<sup>th</sup> May 2021</b>
<b>Date of review:</b>	<b>17<sup>th</sup> June 2021 (Weekly intervals)</b>
<b>Compiled by</b>	Richard Liddington Parish Clerk Richard Radcliffe Chair of Parish Council
<b>Disseminated to Parish Councillors on:</b>	

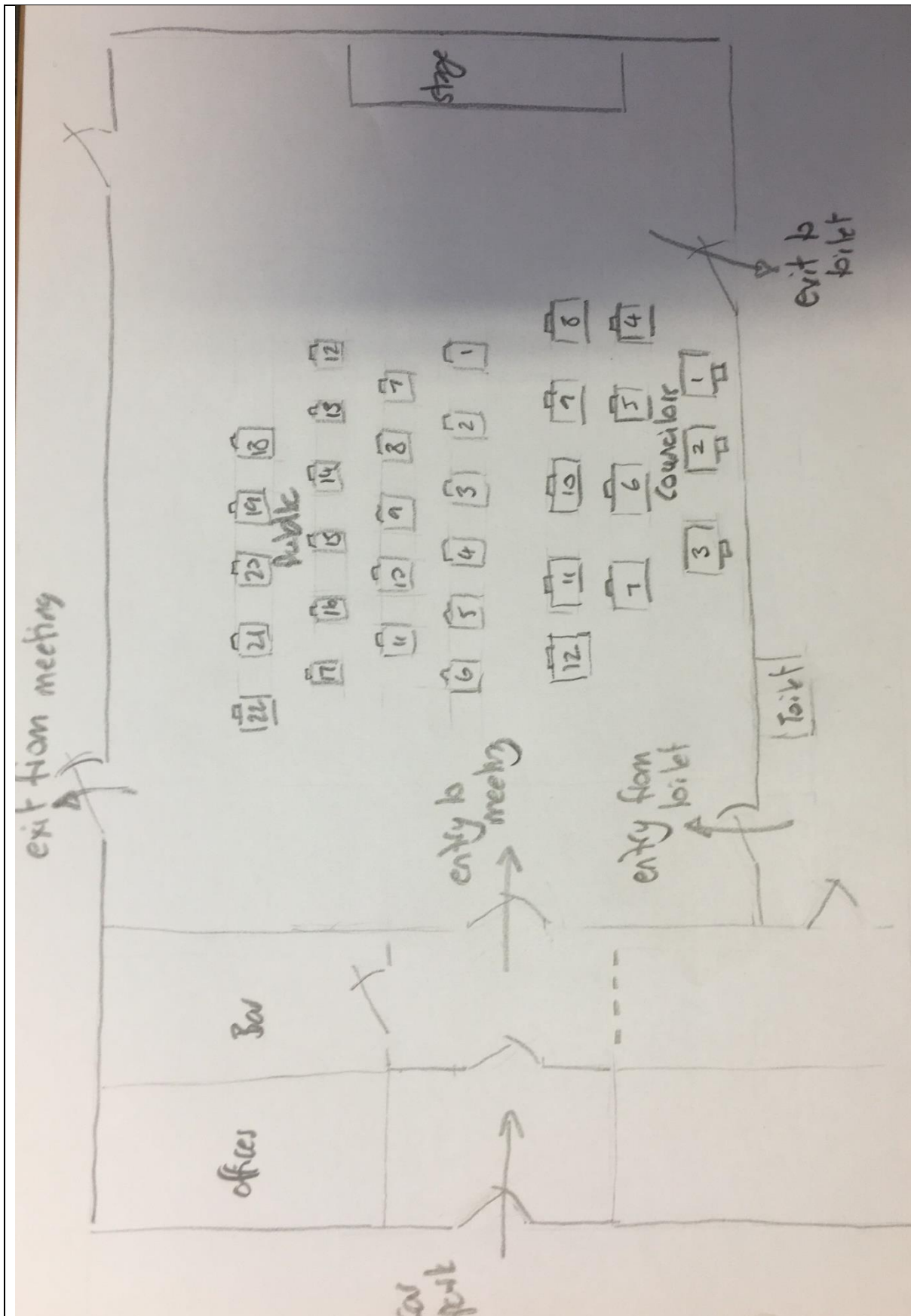
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<p><b>Appendix 1: Access Arrangements &amp; Meeting Room Layout MAIN HALL</b></p>

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Appendix 1: Access Arrangements & Meeting Room Layout  
MAIN MEETING ROOM

