

Teston Parish Council

PLEASE NOTE

Government rules now require Parish Councils meetings to take place face-to-face, rather than the interim “remote” arrangements that have applied over the past year.

Our first such meeting in the Village Hall will take place at 7.30pm on Tuesday 18th May. As usual, the agenda will be placed on this noticeboard a few days before that date.

However, Government is requiring that certain restrictions should be applied to mitigate residual COVID-related risks. These are:

1. A COVID-19 risk assessment should be completed – and please see below the Parish Council’s assessment.
2. If you or anyone in your household has had COVID-19 symptoms in the last 10 days, you must not attend this meeting.
3. If you or anyone in your household develops COVID-19 symptoms within 7 days of attending the meeting, you must use the Test, Track and Trace system to alert others with whom you or they have been in contact.
4. Before the meeting, tables and chairs will be laid out and they and door handles etc will be cleaned.
5. On entry, every person must wear a mask, unless exempt.:
 - a. either scan the NHS QR code using their NHS COVID-19 app or provide name and contact details on the sheet that will be provided at the entrance (and retained by the Parish Council for ; and
 - b. use the hand sanitiser provided at the entrance.
6. Masks must be worn while inside the Village Hall, Seats & Tables for Parish Councillors and Clerk will be laid out in a manner to preserve 2 metres social-distance.
7. Seats for public use will be provided, but, again, spaced to preserve social-distance. Those seats must not be moved closer to other seats.
8. Given social-distancing requirements and the need to facilitate entry & exit, the capacity for public seating will be very restricted. That limit is likely to be 6, which is normally more than enough. However, should more members of the public seek to attend, they will have to be refused entry.
9. Ventilation will be enhanced by the opening of some or all windows and leaving the entrance door open.
10. Use of toilet facilities will not be encouraged.
11. The Parish Council meeting will be kept to a short duration, to mitigate risks.

Mrs Michelle Tatton, Clerk

4th May 2021

Risk Assessment for Parish Council meeting

Government guidelines require a risk assessment to be completed before the meeting takes place and that is laid out below.

	Risk	Mitigation
1.	Contaminated tables, chairs, door handles etc	Parish Council arranges cleansing of all such surfaces before the meeting and no soft chairs used. Attendees encouraged to sanitise hands on entry and to limit movement around the hall. Touch points to be wiped down after the meeting.
2.	Social-distancing or other mitigation measures, as laid out in the sheet above enforced.	Notices stating the various measures laid out on each seat in the Village Hall.
3.	Any (would-be) attendees refuse to abide by social-distancing or other mitigation measures, as laid out in the sheet above.	Chairman asks the relevant persons to leave the Village Hall and, if they refuse, closes the meeting and requires the Village Hall to be vacated.
4.	Use of main entrance door, only.	Social-distancing is enforced on entry and exit by Chairman and/or Clerk.
5.	Use of toilet facilities.	To be discouraged by the Chairman, but, if absolutely necessary, social-distancing preserved during access to & from the rear lobby and use of hand cleanser required on re-entering the main hall.
6.	Incomplete information for Test and Trace	Attendees encouraged to scan the QR code on arrival. As an alternative, the Clerk will collect contact information from each attendee which will be held securely for 21 days.

Mrs Michelle Tatton, Clerk

4th May 2021