



Redbourne Parish Council

Parish Clerk – Holly Hanson
 Appledore, 26 Main Street, Horkstow, Barton-upon-Humber, DN18 6BG
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National Association of Local Councils

SLCC

For Local Council Professionals

Checklist and Risk Assessment for holding an in-person meeting of Redbourne Parish Council in St Andrews Church Redbourne

Item	Confirmed
1 There is no way for the council to conduct business except through a face-to-face meeting.	✓
The council has a reasonable business need, or legal need to meet in person at this time.	✓
2 Action has been taken to seek a number of options for an appropriate venue for the council meeting.	✓
These venues comply with normal council meeting requirements.	✓
The venues allow the public to observe council meetings with social distancing without placing restrictions on the number attending.	✓
The venues conform with the government guidance for multi-purpose community facilities	✓
If the venue is not owned/managed by the council the owners have been asked for their risk assessment and what actions they are taking to reduce risk.	N/A
3 There is a potential venue the council can use in compliance with the above requirements.	✓
4 The council understands and is acting in compliance with 'safer workplaces' guidance.	✓
5 The council has checked if there are councillors or staff that will be unable to attend face-to-face meetings due to health, disability or other reasons.	✓
The council has considered how it will make reasonable adjustments to allow individuals with disabilities or other needs to take part in the meeting.	✓
The council has considered a hybrid approach to meetings.	✓
6 A risk assessment has been conducted.	✓
The following actions have been taken towards to reduce risk to councillors, staff and public including: <ul style="list-style-type: none"> • Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself. • Staggering arrival times for staff, councillors and members of the public. • Ensuring seating is placed at least 2-metre apart. • Asking people to wear face masks. 	✓

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	<ul style="list-style-type: none">• Papers will be provided and people will be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.• Ensuring the venue has good air flow by ensuring doors are left open	
7	The council has decided, based on the risk assessment and with risk management actions that it is safe and appropriate to meet.	✓
8	All risk mitigating actions identified by the risk assessment have taken place.	✓

This checklist has been conducted to the council's satisfaction and it has been agreed that the council will hold a face-to-face meeting.

The council will re-evaluate this decision following the first council meeting held, and where necessary the risk assessment and risk management activities will be updated. Following this, the council will review this checklist after each council meeting.

Signed: Lynn Wainwright Chair

Signed: Holly Hanson Clerk

Date: _____ 16th September 2020 _____

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Risk Assessment for holding an in-person meeting of Redbourne Parish Council in St Andrews Church Redbourne, on 21st September 2020

Date of risk assessment: - 16/09/2020 Name of persons assessing risk: - Cllr Lynn Wainwright – Chair & Holly Hanson - Clerk

What are the hazards?	Who might be harmed?	Control Measures	Action Required	Date Action Completed & by Who
Spread of COVID-19 (Coronavirus)	<ul style="list-style-type: none"> • Councillors • Members of the Public • Staff 	<ul style="list-style-type: none"> • Advising all persons not to attend is they have symptoms of COVID- 19 or are self-isolating. 	Signage at entrance to church	21/09/2020 – HH
		<ul style="list-style-type: none"> • Asking all attendees to provide their names and contact details 	Clerk to collect names and contact details of attendees	21/09/2020 – HH
		<ul style="list-style-type: none"> • Asking all attendees to contact the Clerk if they test positive for COVID-19 at any point up to 14 days after the meeting. 	In case of a positive test, clerk to contact NLC, PHE and all attendees immediately post notification	21/09/2020 – HH & LW
		<ul style="list-style-type: none"> • Providing hand sanitiser at entrance to Church. • Encouraging those attending to sanitise their hands on entry and exit. 	Provide hand sanitiser and signage at entrance	21/09/2020 – HH

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		<ul style="list-style-type: none"> • Staggering arrival times for staff, councillors and members of the public. • Reminding all attendees that they must remain 2 metres apart at all times • Ensuring seating is placed at least 2-metres apart. • Asking people to wear face masks (exception will be made for those who are exempt). • Providing disposable face masks for those that do not have them • Discouraging attendees from sharing papers with others. • Asking attendees to take the papers with them at the end of the meeting to minimise how many people handle the papers. • Ensuring the venue has good air flow by ensuring doors are left open 	<p>Advice to Councillors & in noticeboard / online</p> <p>Signage at entrance to church</p> <p>Clerk to arrange seating and section off some public seating in pews.</p> <p>Provide masks and signage at entrance</p> <p>Advice to Councillors & in noticeboard / online</p> <p>Clerk to ensure doors remain open at all times</p>	<p>21/09/2020 – HH</p> <p>21/09/2020 – HH</p> <p>21/09/2020 – HH</p> <p>21/09/2020 – HH</p> <p>21/09/2020 – HH</p> <p>21/09/2020 – HH</p>
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Signed: _____ *Lynn Wainwright* _____ Chair

Signed: _____ *Holly Hanson* _____ Clerk

Date: _____ 16th September 2020 _____