**Covid-19 - Guidelines and Risk Assessment for Parish Council Face-to-Face Meetings**

The Parish Council meetings will return to Face-to-Face at the Village Hall from May 2021, but there are conditions that we will ask all users to follow when attending meetings. Our intention is to keep all users as safe as possible, to prevent transmission of the Covid-19 virus

**Risk assessment**

Please see attached the COVID-19 risk assessment for Fornham St Martin Village Hall.

**Meeting procedure**

• Anyone attending the Parish Council meeting will need to provide name, address and contact telephone details (these will be stored in accordance with GDPR) and will be kept for a period of 21 days (as per Test, Track & Trace Guidelines)

• Please use the hand sanitisers provided when entering and exiting the Hall.

• Chairs will be placed 2m apart and people, aged 7 years and over will be required to wear a face mask at all times.

• There will be a one-way system operating. The hall will be well ventilated (keep windows & doors open)

• All surfaces, equipment and chairs etc. are to be disinfected, before and after the meeting

 • Anyone feeling unwell should not attend the Parish Council meeting.

• One person at a time to use the WCs \*Important - Hand washing is essential and use of hand sanitiser on entering and exiting the WC’s is required.

Notes: 1. This COVID-19 Risk Assessment will be updated in the light of any new government advice that may be forthcoming.

2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authority

This document is the risk assessment prepared by the Parish Council and used to prepare the action plan for making Parish Council meetings COVID-secure. It is available to everyone and will be updated as required. May 2021