

## Bramshott and Liphook Parish Council

### COVID-19 Risk Assessment for Council and Committee Meetings taking place at the Liphook Millennium Centre with effect from 17<sup>th</sup> May 2021

What are the hazards	Who might be harmed	Activity	Control Measures
Spread of Covid-19	Everyone entering the building	Contact with an infected person or carrier	<ul style="list-style-type: none"> <li>• Social distancing to be maintained.</li> <li>• Keep to 2 metre face to face distancing.</li> <li>• Follow signage within the building e.g., posters/floor signs.</li> <li>• Arrive no sooner than 10 minutes before the start of the meeting and head straight to your seat.</li> <li>• Leave the building as soon as the meeting has finished.</li> <li>• All attendees must wear a face covering unless exempt.</li> <li>• Face coverings can be removed when addressing the meeting if wearing one would impact on the ability for you to be heard.</li> <li>• Contact details to be provided for NHS Test and Trace, preferably by scanning the NHS QR code on arrival.</li> </ul>
		Touching infected surfaces such as chairs and desks; pens, papers, and equipment; door handles; light switches; toilets	<ul style="list-style-type: none"> <li>• Use hand sanitiser on arrival and departure, and during the meeting if necessary.</li> <li>• Once seated, please stay in the same seat.</li> <li>• Please do not share or transmit pens, papers or equipment.</li> <li>• No paper agendas or documents will be provided at the meeting.</li> <li>• Only the accessible toilet is to be used, by one person at a time.</li> <li>• The kitchen is currently closed and no water or refreshments will be provided.</li> <li>• Please take any rubbish with you.</li> </ul>
		Too many people in the room	<ul style="list-style-type: none"> <li>• In addition to councillors and officers, the maximum room capacity with current social distancing measures is 15.</li> <li>• Once the maximum room capacity has been reached, no further attendees will be admitted.</li> </ul>