

Bramshott and Liphook Parish Council

COVID-19 Risk Assessment for Council and Committee Meetings taking place at the Liphook Millennium Centre with effect from 17th 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"> • Social distancing to be maintained. • Keep to 2 metre face to face distancing. • Follow signage within the building e.g., posters/floor signs. • Arrive no sooner than 10 minutes before the start of the meeting and head straight to your seat. • Leave the building as soon as the meeting has finished. • All attendees must wear a face covering unless exempt. • Face coverings can be removed when addressing the meeting if wearing one would impact on the ability for you to be heard. • Contact details to be provided for NHS Test and Trace, preferably by scanning the NHS QR code on arrival.
		Touching infected surfaces such as chairs and desks; pens, papers, and equipment; door handles; light switches; toilets	<ul style="list-style-type: none"> • Use hand sanitiser on arrival and departure, and during the meeting if necessary. • Once seated, please stay in the same seat. • Please do not share or transmit pens, papers or equipment. • No paper agendas or documents will be provided at the meeting. • Only the accessible toilet is to be used, by one person at a time. • The kitchen is currently closed and no water or refreshments will be provided. • Please take any rubbish with you.
		Too many people in the room	<ul style="list-style-type: none"> • In addition to councillors and officers, the maximum room capacity with current social distancing measures is 15. • Once the maximum room capacity has been reached, no further attendees will be admitted.