

Llangoedmor Community Council Covid risk assessment

Face to Face meetings September 2021

Details: Wales, COVID Alert Level 0, from 7 August 2021

There are no legal limits on the number of people who can meet, including in private homes, public places or at events. In addition all businesses and premises may be open.

However, we have not yet reached a position where we can remove all protections and – in line with the **latest scientific and public health advice** – we are keeping some key rules in place in law. In these respects collective responsibility is needed rather than personal choice.

1. Businesses, employers and other organisations must continue to undertake a specific coronavirus risk assessment and take reasonable measures to minimise exposure to, and the spread of, coronavirus.
2. Everyone must continue to **self-isolate** for 10 days if they test positive for COVID-19. If you are a close contact of someone who has tested positive and you are aged 18 or over and not fully vaccinated, you must also self-isolate for 10 days.
3. Adults and children aged 11 and over must continue to wear **face-coverings** in indoor public places, with the exception of hospitality settings such as restaurants, pubs, cafes or nightclubs.

As per the Coracle Hall hire conditions anyone with symptoms of COVID-19 or who is a close contact of anyone with COVID-19 or have recently returned from a country where you are currently required to self-isolate will be refused access.

The Council does not required that lateral flow tests are taken prior to the meeting however information on the test can be accessed here:

<https://gov.wales/get-rapid-lateral-flow-covid-19-tests-if-you-do-not-have-symptoms>

HAZARD	Level of risk	Actions to mitigate risk	By
Aerosol spread of virus	High	Face coverings must be worn by all present over 12 years at all times while in the hall unless covered by an exemption	All
		As much ventilation as possible to be maintained by opening doors and windows, windows to remain open at all times. (All to be secured on leaving the premises),	Clerk/Chairman
Spread of virus by contact with surfaces	High	Use sanitiser on entry to Hall and maintain clean hands throughout	All
		Ensure that hard surfaces are disinfected before being touch by another person	Cllrs to be responsible to disinfecting own chairs/tables
		Use disinfectant wipes on all surfaces touched by people successively	All
		Clean at end of session as per Coracle Hall Risk Assessment	To assist as requested by Clerk/Chairman and as advised by Hall Committee members. All cleaning to be logged as required by Coracle Hall.

Food and drink	High	Cllrs/staff/ members of public required to bring own soft drinks if required during meeting. Food not to be prepared or consumed at the meeting.	All
Spread for items brought to the Hall	Medium	Cllrs should bring their own hard copy or suitable hardware to view documents for the meeting. All hard copy to be removed by the individual at the end of the meeting. Any rubbish generated by the meeting to be black bagged and removed.	All Cllrs and Clerk Cllrs and Clerk
Attendees	Low	A list to be kept of all attendees 21 days post meeting Clerk will keep a list of all Cllrs and staff. Members of the public will be asked to sign on a list provided. No pens/pencils will be provided for this purpose by the Council.	Clerk Clerk Clerk
Attendees arriving at the hall with symptoms	Low	Ensure that those present are aware of symptoms and not admit anyone displaying symptoms	Signage
Attendees developing symptoms while at the meeting	Low	Should be isolated in Hall office with the exterior door open as per Coracle Hall Risk Assessment. All other users should exit the hall by the rear fire door leading to the field.	Clerk and/or Chairman

See seating arrangement for Committee room on following page

Committee Room seating arrangements

Room 7m x 9m. Low ceiling							Door	
		█		█		█		
Clerk with table								█
		█		█		█		
Chairman with table								█
		█		█		█		
<p>If new applicant coopted up to 9 Cllrs. Could be 11 in total plus Clive and Clerk.</p> <p>Will struggle to provide all Cllrs with tables and keep suitable space for walkways</p> <p>13 in total with no members of public present</p>								