#  **STAMBRIDGE PARISH COUNCIL**

 RISK ASSESSMENT

 **THE STAMBRIDGE PARISH COUNCIL MEETING**

 **at THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR**

 **(Commencing at 7.30 pm.)**

1. 1) Set up meeting space and sanitise all working surfaces.
2. 2) All doors and windows open (Hall and toilets) to promote clean air flow.
3. 3) Provide sanitising hand wash for all on entry.
4. 4) Toilet facilities to be used only by one person at a time.
5. 5) The Councillors seating to be all facing the same way (no face to face).
6. 6) The public seating all the same way, but facing the Council members

from at least 6 metres away.

1. 7) Two metre social distancing at all times.
2. 8) Face masks for all individuals except when mitigating circumstances allow.
3. 9) No shared paperwork.
4. 10) Individual hot/cold drink flasks and cups to be supplied by all individual’s.

11) After meeting clean and sanitise all working and used surfaces.

B Summerfield Clerk/RFO.