



**RAYLEIGH TOWN COUNCIL**  
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### **Covid-19 Risk Assessment From 7<sup>th</sup> May 2021 for Face to Face Meetings**

#### **The following points must be adhered to when arranging Face to Face meeting:**

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks when entering the venue and during the meeting.
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- Refreshments will not be provided.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing.
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure.
- The council must understand and ensure it is acting in compliance with the latest government guidelines and that of the venue being hired.