

Newington Parish Council

COVID-19

Safe System of Work

Meeting of Parish Council in Person

Contents

1	Information about the virus	3
1.1	Signs and symptoms of COVID-19	3
2	Meeting of Parish Council in Person	4
3.1	Meeting Location & Social Distancing	5
3.2	Additional Controls	5
3.2.1	Cleaning	5
3.2.2	Ventilation	5
3.2.3	One Way System	5
3.2.4	Hand Washing	6
3.2.5	Face Coverings	6
3.2.6	Refreshments	6

1 Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with a confirmed case, they will not have been infected.

For up to date information on the UK government response see: [Coronavirus \(COVID-19\): UK government response](#).

1.1 Signs and symptoms of COVID-19

Based on current evidence, COVID-19 presents flu-like symptoms including:

- a high temperature of 37.8 degrees or higher, and/or
- a continuous cough
- Loss of taste or smell

Most cases appear to be mild. The majority of those that have died in the current outbreak appear to have had pre-existing health conditions or have had weakened immune systems.

Not all cases will present symptoms and volunteers should consider at all times that they, or any other volunteer may be a carrier of the virus.

Volunteers can reduce the risk of catching COVID-19 by washing their hands regularly with soap and water, and by carrying and frequently using alcohol-based hand sanitiser.

Individual alcohol-based hand gel is available immediately inside the workshop door at the museum and immediately inside the entrance door of the Barn.

2 Meeting of Parish Council in Person

Meetings of the Newington Parish Council should wherever reasonably possible be conducted electronically.

In the event that a meeting in person is required to take place, a suitably COVID secure venue must be selected for the meeting. The Parish Councillors, the Clerk to the Council (the Clerk) and any specifically invited persons must be made aware in advance of the meeting, of all specific arrangements (this document) to ensure that the meeting can be carried out safely and meet the government social distancing requirements.

No person should attend the meeting if they present with any of the symptoms in para 1.1 or are aware that they have been in direct contact with anyone presenting the symptoms in para 1.1 within the preceding 7 days, or whilst they are in a period of enforced self-isolation or quarantine.

Parish Councillors, or the Clerk in the shielding or vulnerable group are not expected to attend but may do so as long as they consider any specific controls for their own particular circumstances, in addition to those identified in this document, if required.

Should they elect not to attend, they should notify the Clerk in advance of the meeting to ensure that there are sufficient attendees for the meeting to legally take place and reduce the risk to the remaining attendees of attending a voided meeting.

3.1 Meeting Location & Social Distancing

This is the primary control measure for minimising the risk of contracting the virus and meeting attendees should maintain at least 2 metres between themselves and any other attendee whenever possible.

It has been agreed that a meeting in person can safely take place at George's Barn at the Elham Valley Line Trust because it consists of a large enough open space to allow for sufficient tables and chairs to be provided for all required attendees, whilst still meeting the social distancing requirements.

Where tables are positioned such that attendees are facing towards each other, the chair positions should be such that they are staggered so that they do not directly face each other

Previous experience indicates that the number of members of the public wishing to attend the meeting will be low, however the number of members of the public should be restricted to a maximum of 10 in order to maintain suitable social distancing.

This restriction should be notified in the public notice announcing the meeting.

3.2 Additional Controls

3.2.1 Cleaning

The Barn should be unlocked and configured by one person and all tables and chairs will be wiped with antibacterial wipes prior to any attendees arriving.

The toilet facilities will also be wiped clean prior to the meeting.

One person will be responsible for ensuring that all tables, chairs and any other touch surfaces are wiped down following the meeting.

3.2.2 Ventilation

The entrance doors to the barn must all be held open, which allows for a through flow of fresh air and also removes the need for attendees to touch door handles.

3.2.3 One Way System

Due to the limited number of attendees it is unnecessary to create a one-way system to enter and leave the Barn, however all attendees should give due consideration to the movement of others in order to maintain suitable social distancing.

3.2.4 Hand Washing

Individual alcohol-based hand sanitisers are available immediately inside the entrance door and will also be available on the tables for use by the Parish Councillors and the Clerk.

These will be wiped and collected by the person responsible for unlocking and configuring the Barn on conclusion of the meeting.

It is unlikely that hand washing will be required, but facilities are available in the toilets where soap and alcohol-based hand sanitiser is available.

3.2.5 Face Coverings

Due to the fact that suitable social distancing can be maintained, there is no requirement for attendees to wear a face covering.

In the event that an attendee chooses to wear a face covering they do not need to be to a recognised PPE standard and could be a cloth covering. Face coverings should be clean when brought to the meeting and must be taken away with the attendee to be washed, or disposed of.

3.2.6 Refreshments

As the meeting will be relatively short, refreshments will not be provided. Attendees may bring their own drinks to the meeting, but must retain them with them at all times and ensure that they are taken home at the end of the meeting.