



RYDE TOWN COUNCIL
FULL COUNCIL MEETING (GARFIELD CHURCH)

SPECIAL ARRANGEMENTS TO COMPLY WITH CORONAVIRUS RESTRICTIONS

Assessed May 2021

To be reviewed May 2022

Introduction

Garfield Church is being used as the location for our first full council meeting in public since Covid-19 restrictions were implemented March 2020. The meeting shall be taking place under current government guidelines.

Background

Full Council meetings take place every 2 months with members of the public able to attend meetings. Meetings usually have press and the police in attendance to discuss with the public. Due to Government guidelines, the police will not be in attendance.

Guidance covering this meeting

Garfield Road Church insist that all attendees clean their hands using the cleaners provided before entering and wear a face covering. In addition, all attendees should maintain the 2 metre social distancing rule.

Covid guidance limits attendance at meetings to 30, there are 16 Councillors and a number of RTC staff so public spaces will be limited.

In accordance with guidance anyone who is attending the meeting will be asked if they may be suffering from symptoms associated with Covid 19. In addition, all those able to attend the meeting will have their temperature taken.

What are the hazards?	Who might be harmed?	Standards Control Measures	Risk Rating	Our Controls	Revised Risk Rating	Action by whom?
<p>Covid – 19</p>	<p>Councillors, RTC Staff & Members of the Public.</p>	<ul style="list-style-type: none"> -Masks to be worn whilst in the building (except people who are exempt). Masks may be removed once sat at desks or in chairs. -Sanitise hands upon entry to the building. -Maximum of 30 people allowed in the building for the meeting. -Establish attendees state of health. -Take attendees temperature 	<p>L-2 C-5 RR-10</p>	<ul style="list-style-type: none"> -Move all Councillor’s tables to maintain 2 metre social distancing measures, Council Staff are exempt from social distancing from each other as they are in their own bubble. (refer to seating plan). -If no symptoms allow entry. -If temperature is above 37.8C do not allow entry. -Separate each chair for the members of public to keep to 2 metre distancing guidelines. -Doors to be manned by a member of council staff to maintain guideline rules of a maximum of 30 people at any one time in the hall. -Enter through the front of the building and exit out the side door. 	<p>L-1 C-5 RR-5</p>	<p>Health & Safety Officer</p>

Note.
All councillor and
public seating to have
2 metre separation

