

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

COVID 19 (Wales - Alert level 2)

1 Revision

This paper was revised on 3rd January 2022 in line with Alert Level 2.

2 Introduction

This paper should be read alongside the Statutory Covid 19 statement set out at appendix A.

The actions to be taken from this assessment shall be carried out until a further revision of this document is put in place.

3 Council Meetings

Council Meetings shall be held by Zoom with facilities made available for those not on the internet to take part via audio link.

Council Meeting may only take place in person where a 2m distancing rule can be put in place.

The decision on how meetings will be conducted shall be made by the Chair and Town Clerk jointly.

4 Meetings with the public

Any meetings with the public individually or in pairs may take place as long as the 2m distancing rules apply.

5 Meetings with groups

Meetings with groups shall be in line with the Level 2 guidance which shall be:

- a) Either by Zoom.
- b) Up to 30 only in a large room with 2m distancing achieved in all cases.

6 Face masks

Face masks must be worn at all times indoors (unless seated) or outside where social distancing can be achieved.

7 Risk assessment

The risk assessment is set out at appendix B.

R A Robinson Town Clerk
3rd January 2022

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX A

This is the Covid-19 Policy Statement of Llanfair Caereinion Town Council

Our statement of general policy is:

- To promote physical distancing between staff members;
- To promote physical distancing between customers and staff members;
- To promote physical distancing between groups of customers;
- To make arrangements to provide physical distancing in welfare areas;
- To make arrangements to provide facilities for hand hygiene;
- To promote responsible respiratory etiquette;
- To make arrangements for the hygienic cleaning of contact surfaces;
- To make arrangements and provide facilities for segregating anyone who shows symptoms of Covid-19 while on the premises; and,
- To make arrangements for the hygienic cleaning and disinfection of surface if anyone shows symptoms of Covid-19 while on the premises

Signed *Robert A Robinson*

Position: Town Clerk

Dated 3rd January 2022

For: Llanfair Caereinion Town Council

Person who has overall and final responsibility for health and safety at any premises used by the Council.	Robert A Robinson Town Clerk
Person who has day-to-day responsibility for ensuring this policy is put into practice.	Robert A Robinson Town Clerk

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX B

COVID 19 RISK ASSESSMENT

NO	Risk	Level	Mitigation	Level
1	Passing on of Covid 19 (Face masks and transmission)	4	All persons attending face to face meetings to wear face masks unless seated.	2
2	Passing on of Covid 19 (meetings in person)	4	All meetings in person shall adhere to the 2m social distancing rule.	2
3	Passing on of Covid 19 (use of premises)	4	Where indoor premises are used ventilation shall be considered and windows open where possible.	2
4	Covid 19 protection	4	At all meetings in person those present shall be recorded with contact details and shall notify the administrator of their last lateral flow test.	1
5	Covid 19 Lateral Flow Test	4	All persons meeting together shall have completed a negative lateral flow test within 72 hours of attending.	2
6	Records of those attending	4	A record of those attending shall be kept for 1 month.	1
7	Reporting of positive flow test	4	All those attending meetings shall be asked to report any positive lateral flow test results immediately to the Town Clerk if such test shows positive within 1 week of attending the meeting.	2