



RISK ASSESSMENT FOR RESUMING FACE-TO-FACE COUNCIL AND COMMITTEE MEETINGS: MAY 2021

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1.Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – toilets, doors etc.	<p>Chairs will not be moved.</p> <p>Tables will not be used other than for the Chair and Clerk and sanitiser cloths will be used to wipe down before and after use.</p> <p>Sanitisation provided for users of ancillary areas (toilets, kitchen, office).</p>	<p>The hall to be fully sanitised after use by facilities management</p> <p>Only one toilet is in use during PC meeting evenings to reduce cleaning needed.</p> <p>Tables are not provided. Chairs to be set out in theatre style to avoid people facing each other.</p> <p>Members to sanitise their own chairs.</p>
2. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	<p>Attendees, wherever possible, travel to and from meetings separately.</p> <p>Where this is not possible members to follow the guidelines for using shared transport (eg bus, taxi, car sharing).</p>	

<p>3. Entering and leaving meeting</p>	<p>Close proximity to other members and the public entering and leaving the meeting and contact with doors.</p>	<p>Councillors to enter the meeting and leave in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival.</p> <p>Controlled, socially distanced, one by one, entry by other attendees.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser at entrance to meeting.</p>	<p>Ask councillors and members of the public to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets. Will need to mark out 2m distances</p> <p>Chair and Clerk will face the meeting, and Councillors will occupy the first 4 rows of seats, socially distanced and facing the front. The public will be invited to occupy the rows behind councillors.</p> <p>Members of the public will be invited to walk around the outside of the meeting to stand at the front if they wish to address the meeting during Public Question Time. They can remove their mask when speaking. They will be then invited to return to their seat.</p> <p>PPE to be available.</p>
<p>4. Meeting Environment</p>	<p>Transmission through air and touch.</p>	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p>	<p>Chain of office will not be worn.</p> <p>Paperwork will not be freely available unless previously requested.</p> <p>Councillors to remain in their seated area, but can stand when speaking</p> <p>Declaration of Acceptance of Office to be verbally agreed and signed after the meeting with Town Clerk as witness.</p>
<p>5. Conduct of Meeting</p>	<p>Transfer though touch and air</p>	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p>	<p>Adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.</p>

		<p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	
6. Wider Issues	Councillors do not feel safe attending meetings face to face meetings.	Technological solutions to facilitate virtual attendance have been considered but not appropriate.	<p>Suggest members stand when addressing the meeting so their voices will carry better.</p> <p>Need to keep meeting "moving" so it does not last longer than necessary.</p>
	Track & trace	Need to take contact details of any members of the public attending.	A privacy statement will be provided and the members of public asked to record their contact details.