**Risk Assessment for resuming face-to-face meetings**

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| **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 – kitchen, office, toilets, doors, small hall (if used for the public). | | Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.  Sanitisation provided for users of ancillary areas (toilets, kitchen, office). | | The hall to be fully sanitised after use, including the chairs, tables, floors, light switches, doors, toilets, includes toilet / handle, sink and taps, door handles and floor.  Only one toilet (Disabled) is in use during PC meeting evenings to reduce cleaning needed. Access to other toilets blocked off.  Tables & Chairs to be set out in horseshoe shape to avoid people facing each other.  Members chairs have not been used in over a year; they have been sanitised.  Caretaker to undertake the sanitisation in the areas listed above.  (If attending meeting) Public will be spaced 2m apart on chairs. They will exit and enter the hall from the field exit. |
| 2. Travelling to and from meeting | Transmission through the sharing of transport whether private or public. | | Attendees, wherever possible, travel to and from meetings separately.  Where this is not possible members to follow the guidelines for using shared transport (e.g., bus, taxi, car sharing). | | n/a |
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| 3. Entering and leaving meeting | Close proximity to other members and the public entering and leaving the meeting and contact with doors. | Members to enter the meeting and leave in an orderly socially distanced way.  Hands to be sanitised on arrival.  Controlled, socially distanced, one by one.  Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.  Provision of sanitiser at entrance to meeting. | | Ask members to be admitted in the order they arrive at the Hall.  *If applicable:- Public will enter hall through the field entrance. Caretake will facilitate.*  The chairs could be arranged in the Hall so as to allow the public to address the meeting without walking past everyone, Councillors in a long row facing the public. MOPs sit with back to field. Chair to sit nearest the internal door - so speaking out into the open field door.  Hall doors to be opened to allow exit for the public.  One way in/out.  Public to sign into the building with the gov QR Track & Trace code or by giving the clerk their contact details.  Burial Board Meeting – tables are laid in an oval to allow room for social distance between members. | |
| 4. Meeting Environment | Transmission through air and touch. | Socially distanced seating arrangement.  Windows and doors to be left open to facilitate the free flow of air though the meeting room. | | Capacity with social distancing, (ACRE advice), the hall may be able to accommodate 6 people (not including councillors, clerk, caretaker & District/County councillor. Leaving 6 spaces for MOP.  MOPs will need to be encouraged to book a place at the meeting and/or to send questions to clerk to share with council.  On the night of the meeting once the number of MOPs has been filled (if not booked) the meeting will be closed. | |
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| 5. Conduct of Meeting | Transfer though touch and air | Members and public to remain socially distanced at all times.  Wearing of masks except when speaking.  Shouting to be avoided.  The circulation of paper documents to be suspended. | | *Public to address meeting by the field door of the Main Hall.*  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.  Clerk to complete attendance list with members checking the minutes for accuracy.  Agenda to be printed the week before and separated so each councillor has copy untouched for over a week. | |
| 6. Wider Issues | Members do not feel safe attending meetings face to face meetings. | Examine technological solutions to facilitate virtual attendance at meetings. | | Unless there is a change in the law, members attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes.  Suggest members stand when addressing the meeting so their voices will carry better.  Need to keep meeting “moving” so it does not last longer than necessary – LRALC advice. | |