

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

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, Lounge (if used for the public).	<p>Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation provided for users of ancillary areas (toilets, kitchen, office).</p> <p>No more than 38 people permitted in the Hall. No more than 12 people permitted in the Lounge. No more than 50 people permitted in the Balcony Room.</p>	<p>The hall to be fully sanitised after use, including the chairs, tables, floors, light switches, door plates, toilets, includes: toilet / flush, sink and taps, door handles and floor.</p> <p>Only the disabled toilet is in use during PC meeting evenings to reduce cleaning needed.</p> <p>Tables are not provided. Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other.</p> <p>Members to sanitise their own chairs.</p> <p>Designated Members to undertake the sanitisation in the areas listed above.</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>	

Risk	Description of risk	Mitigation Measures	Comments/Questions
3. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	<p>Members to enter the meeting via the front entrance and leave in an orderly socially distanced way via the side doors of the Hall.</p> <p>Hands to be sanitised on arrival and at departure.</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>Use Lounge to accommodate the public?</p>	<p>Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets. Consider marking out 2m distances</p> <p><i>Need to establish the arrangements for the public, either in the Lounge or at a distance in the Hall.</i></p> <p>The chairs could be arranged in the Hall so as to allow the public to address the meeting easily, maybe in a horseshoe facing the door. Public could stand when they address the Council to help with the acoustics.</p> <p>PPE to be available.</p>
4. Meeting Environment	Transmission through air and touch.	<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>Capacity without social distancing is 80 with tables and chairs and 120 without tables.</p> <p>With social distancing, the main hall may be able to accommodate 38.</p> <p>Need plan of chair set up Need to mark up the floor showing where the chairs go</p>

Risk	Description of risk	Mitigation Measures	Comments/Questions
5. Conduct of Meeting	Transfer though touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p><i>Public to address meeting on “threshold” of main meeting room (Hall) if Lounge used to accommodate the public.</i></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>Clerk to complete attendance list with members checking the minutes for accuracy.</p>
6. Wider Issues	<p>Members do not feel safe attending meetings face to face meetings.</p> <p>Ensuring, given social distancing, that “sound systems” are available to ensure all meeting attendees can hear what is being said.</p> <p>Public attendance.</p>	<p>Examine technological solutions to facilitate virtual attendance at meetings.</p> <p>Members of the public encouraged to make written representations on issues rather than attending in person.</p>	<p>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.</p> <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> <p>Need to examine what technical solutions are available?</p>
	Track & trace	Poster situated by entrance door.	