

Everdon Parish Council

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	<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 toilets who are required to clean and sanitise seat, taps and all handles, etc. before and after using the toilet.</p>	<p>The hall to be fully sanitised after use, including the chairs, tables, light switches, door plates, toilets, includes: toilet / chain, sink and taps and door handles.</p> <p>Tables are to be set out socially distanced, at least 1m apart.</p> <p>Councillors to sanitise their own chairs and tables, if applicable, before and after the meeting.</p>
2. 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 and leave in an orderly socially distanced way via the main door.</p> <p>Hands to be sanitised on arrival.</p> <p>Provision of sanitiser at entrance to meeting.</p>	Arrangements for the public will be accommodated socially distanced in the main hall.
3. 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>	

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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.	
5. Conduct of Meeting	Transfer though touch and air	Councillors and members of the 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.	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.
6. Wider Issues	Members do not feel safe attending meetings face to face meetings. Track & trace	Take contact details of any members of the public attending.	Need to keep meeting “moving along” so it does not last longer than necessary.

Updated: 5 July 2021