

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, tables and equipment to hold the meeting and other facilities, (if used for the public).	<p>Sanitise chairs, tables, name plates, gavel, microphones 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 equipment.</p> <p>No refreshments will be available.</p>	<p>The hall to be fully sanitised before after use, including the chairs, tables, floors, light switches, door plates, disabled toilet, includes: toilet / chain, sink and taps, door handles and floor.</p> <p>Only disabled toilet available for Committee Meeting to reduce cleaning needed.</p> <p>Tables provided set up with designated place and microphone. Set up for Committee meeting square to enable social distancing measures.</p> <p>No refreshments will be on offer; Cllrs to bring their own.</p>
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2. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	<p>Temperature check to be taken before entering the Upper Chamber.</p> <p>Members to enter the meeting and leave in an orderly socially distanced way.</p> <p>Scan QR code/sign in sheet</p> <p>Hands to be sanitised on arrival and leaving.</p> <p>Controlled, socially distanced, one by one, entry by other attendees.</p>	<p>Ask members to form an orderly queue and to be admitted in the order they arrive at the Town Hall. Will need to mark out 2m distances.</p> <p>The chairs could be arranged in the Main Hall to allow the public to address the meeting without walking past everyone, Committee Services Officer and Clerk facing councillors to one side, and the public to sit on the side nearest the door. They could stand when they address the Council to help with the acoustics.</p> <p>PPE to be available.</p>

		<p>Signage in place regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser & facemasks at entrance to meeting.</p>	
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 through the meeting room.</p> <p>Carbon dioxide monitor alert.</p>	<p>Upper Chamber capacity without social distancing is 24 with tables and chairs and 80 without tables. Standing Capacity 100.</p> <p>Only Committee Meetings can fit in the Upper Chamber.</p> <p>An alternative location required for Full Council Meetings.</p> <p>With social distancing, assuming 50% of capacity (ACRE advice), the main hall may be able to accommodate 12 tables. * Committee Services Officer and Clerk to be placed on main table to the side of Chairman.</p> <p>Officers to be called into the Upper Chamber one by one to present reports and answer questions at the podium.</p> <p>Need plan of chair set up for members of public. Need to mark up the floor showing where the chairs go.</p> <p>Carbon dioxide monitor purchased?</p>

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4. Conduct of Meeting	Transfer through touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p>No formal handover of the chain of office to take place at the annual meeting.</p> <p>Public to address meeting on “threshold” of Upper Chamber to accommodate the public, or by the door of the Main Hall, depending on which arrangements are agreed.</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>Committee Services Officer to complete attendance list with members checking the minutes for accuracy.</p>
5. Wider Issues	<p>Members/Officers do not feel safe attending meetings face to face meetings.</p> <p>Ensuring, given social distancing, that “sound systems” are available to Committee meetings & working group attendees can hear what is being said.</p>	Examine technological solutions to facilitate virtual attendance at meetings.	<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>Microphone use per member; the Councillor will be required to talk closely into the Microphone to aid acoustics.</p> <p>Possible alternative members stand when addressing the meeting so their voices will carry better especially.</p> <p>Need to keep meeting “moving” so it does not last longer than necessary - OALC advice.</p> <p>Upper Chamber not large enough to hold Full Council meetings. Alternative venues Spread Eagle or St Mary’s Church.</p>

	Track & trace	Need to take contact details of any members of the public attending.	QR code available or details know at registration to speak has been received. Member of public will need to use QR or contact form provided.
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