

Risk Assessment for face-to-face Council meetings at Burton Village Hall

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).	<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>The hall to be fully sanitised after use, including the chairs, tables, light switches, door plates, toilets seats and toilet flushers and door handles.</p> <p>Only one toilet is in use during PC meeting evenings to reduce cleaning needed.</p> <p>Tables are not provided except for the Chairman and Clerk. 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>	

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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.	<p>Members 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 members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets.</p> <p>All attendees to sign a declaration confirming they are fit to attend the meeting have not been in contact with Covid, and do not live with anyone who has been instructed to self-isolate.</p> <p>The chairs to be arranged socially distanced in the Main Hall so as to allow the public to address the meeting without walking past everyone.</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 64 with tables and chairs and 133 without tables. Without tables but people seated capacity 90.</p> <p>With social distancing, assuming 50% of capacity (ACRE advice), the main hall may be able to accommodate 45.</p> <p>Chairman and Clerk to agree on suitable arrangement for the chairs.</p>

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5. 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>Members of the public to address meeting from an area close to the door.</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>	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>Members to 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 – YLCA advice.</p>
	Track & trace	Need to take contact details of any members of the public attending.	