

Risk Assessment for Committee Meetings held in the Small Hall 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.	<p>Sanitise chairs after the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation products to be provided for users of ancillary areas (toilets, kitchen, office).</p>	<p>Members asked to stagger arrival times, where possible and to enter one at a time in an orderly fashion.</p> <p>On arrival all attendees must sign to confirm they have no Covid symptoms, have not been in contact with anyone with Covid and do not live with anyone who has been told to self-isolate. Please let the Clerk know straight away if you develop symptoms.</p> <p>Members of the public to leave contact details for Track and Trace.</p> <p>Everyone to wear a mask and sanitise their hands on entry, and to wear their masks until they are seated, and whilst moving within the venue.</p> <p>Anyone using the toilet to sanitise everything after use (toilet seat, taps, door handles).</p> <p>Members to sanitise their own chairs before leaving.</p> <p>Door handles / plates, light switches to be sanitised before leaving the building.</p> <p>Maximum room capacity: 18 persons</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. 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>Chairs to be set out to allow social distancing.</p> <p>Area to be set aside in case any members of the public attend.</p>
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 when moving within the venue.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p>Public to address the meeting from the specified area.</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>
5. Wider Issues	Members do not feel safe attending meetings face to face meetings.	Examine technological solutions to facilitate virtual attendance at meetings.	<p>Under current legislation members attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes.</p> <p>Business to be concluded as soon as reasonably possible.</p> <p>All members are advised to take a lateral flow test prior to attending a meeting. If they have any symptoms or the test returns a positive result, they must not attend the meeting.</p>