

Risk Assessment for Meetings held 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. Attendees to let the Clerk know straight away if they develop symptoms afterwards.</p> <p>Members of the public to leave contact details for Track and Trace.</p> <p>Everyone to sanitise their hands on entry.</p> <p>Anyone using the toilet to sanitise everything after use (toilet seat, taps, door handles, light switch).</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>
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.	Socially distanced seating arrangement. Windows and doors to be left open to facilitate the free flow of air though the meeting room.	Chairs to be set out to allow social distancing. Tables only provided for the Chairman / Vice Chairman and Clerk. Area to be set aside for members of the public.
4. Conduct of Meeting	Transfer through touch and air	Members and public to remain socially distanced at all times. Shouting to be avoided.	Public to address the meeting from the specified area. The order of business to be adjusted to allow members of the public to leave, immediately after discussion of their item of interest, should they so wish, Clerk to complete attendance list with members checking the minutes for accuracy.
5. Wider Issues	Members do not feel safe attending meetings face to face meetings.	Examine technological solutions to facilitate virtual attendance at meetings.	Monitor any changes in legislation to permit members to attend meetings remotely. Business to be concluded as soon as reasonably possible. 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.

Date of Review: 30 September 2021