

RISK ASSESSMENT - in person meetings with effect from 19th July 2021

Revisited and agreed at HPC meeting 06.09.21 item 6b)

RISK/ACTIVITY	Likelihood	Severity	Priority	CONTROL/IMPROVEMENTS/COMMENTS
Has the Council acted within Government guidelines when holding its public meetings?	1	2	2	<p>The Government has not renewed their legislation to allow remote meetings for Councils and therefore Council must meet face-to-face in order to carry out its public decision-making with effect from 7th May 2021. The Government issued new guidance on 19th July as stage 4 of the Road map to recovery was put into place:</p> <p>https://www.gov.uk/coronavirus?gclid=Cj0KCQjw0emHBhC1ARIsAL1QGNd6rD2QTFDFoccF0mP-G2gnYJI3qyA1DXPGzx6pGlrCWI4_Y7mxlawAri5EALw_wcB</p>
Risk of transmission of Covid-19 from person-to-person for those attending the meeting	1	2	2	<p>The following steps will be taken to ensure the risk of transmission from person-to-person is as low as possible for all those attending (including staff, Councillors and members of the public):</p> <ul style="list-style-type: none"> • Windows and doors will be kept open at all times throughout the meeting, to reduce the viral load. • Meetings will be kept as short as possible to avoid unnecessary prolonged contact. • There will be staggered arrival/leaving times for staff, Councillors and public. • Seating will be arranged so that all persons are spread approximately 2 metres apart and are not directly facing one another. <p>In addition to the above all persons entering will be requested to:</p> <ul style="list-style-type: none"> • Examine themselves beforehand for any signs of illness and should they have any Covid-19 symptoms or any symptoms of illness they will not attend and will follow government guidance. • Enter via the main door and exit via the side door, near the Parish Council office; • Register themselves upon entry to the building by signing the contact book in the entrance hall or scanning the Covid-19 App on a smartphone; • Use sanitiser upon entry and exit of the building. • Wear a face covering or mask throughout the duration of the meeting if they wish to. <p>In the event of more than 20 persons trying to attend a meeting, the Chair may decide to postpone the meeting until alternative arrangements can be made, or until it is safe for more people to attend.</p>
Risk of contamination from objects, surfaces and air	1	2	2	<ul style="list-style-type: none"> • All objects/surfaces which have been touched will be wiped down before and after the meeting by the Clerks. • Only one person at a time will be permitted to use the toilet. Each person will be asked to wipe down the toilet after its use. • There will be no sharing, or distribution of papers throughout the meeting. Those using papers will be requested to take them home afterwards.

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Those particularly vulnerable to Covid-19	1	2	2	Anyone who is particularly vulnerable or who was identified as vulnerable by the Government should assess their own personal risk and the risk to those who they live with, in deciding if they are able to attend the meeting.
Staff considerations	1	2	2	Any concerns raised by staff should be considered and alleviated where possible. The Council will make the work place as safe as possible for staff, including the meeting venues.

Key

Likelihood

		1	2	3
Severity	1	1	2	3
	2	2	4	6
	3	3	6	9

Priority - action required

Medium priority

Low priority - no action required

Likelihood

Severity

1 Unlikely	1 Minor
2 Possible	2 Medium
3 Probable	3 Major