

GREAT DENHAM PARISH COUNCIL – RISK ASSESSMENT FOR RESUMING FACE-TO-FACE MEETINGS

This risk assessment has been prepared to support the holding of face-to-face meetings of the Parish Council now that the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021; as a result, meetings can no longer be held remotely.

This Risk Assessment covers all meetings, whether held inside a building or outside in the open air. Inside meetings refer to Great Denham Community Hall.

All Local Authorities Meetings inside are permitted in line with government guidance for local authority meetings; meetings should be held in accordance with the principles of “Safer Workplaces” guidance. <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>

Use of Community Buildings – Covid-19 guidance published by ACRE (*Re-opening Village and Community Halls post COVID-19 closure Issue 10 – Current on 22 April 2021; Appendix D provides details on permitted activities*)

Risk	Location	Description of Risk	Mitigation Measures	Comments/Questions
1.Room Set up and Dismantling	Inside	Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, office, toilets, doors, small hall (if used for the public).	All chairs to be set out at 2m distance from each other. Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage. Signage in place to direct all members of public to the meeting room.	Tables and chairs to be wiped down/sanitised after use. Great Denham Community Hall cleaning regime will ensure all rooms and public spaces, including toilets, are cleaned after each meeting and on a daily basis.

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Risk	Location	Description of Risk	Mitigation Measures	Comments/Questions
	Outside	Transmission between participants	All participants to provide own seating. Seating to be placed 2metres apart. Face coverings to be worn – not necessary in open air but may be work at individual discretion.	Transmission risk in outside space/open air in line with government guidance.
2. Travelling to and from meeting	Both	Transmission through the sharing of transport whether private or public.	Attendees, wherever possible, travel to and from meetings separately. Where this is not possible members to follow the guidelines for using shared transport (eg bus, taxi, car sharing).	General guidance re face coverings to be followed for any public or shared transport.
3. Entering and leaving meeting	Inside	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	Members to enter the meeting and leave in an orderly socially distanced way. Hands to be sanitised on arrival. Provision of sanitiser at entrance to meeting Controlled, socially distanced, one by one, entry by other attendees.	One way entry/exit to the room to be used where possible (Wessex Hall via lobby area, Mercia Room via Kitchen). Council to sit furthest from the door to enable members of the public to enter/exit in a controlled manner. Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at

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Risk	Location	Description of Risk	Mitigation Measures	Comments/Questions
			Notices to be erected on entry to meeting regarding social distancing and the wearing of masks. Community Hall QR code posted on entry and in meeting room. All asked to check in for Test and Trace purposes.	supermarkets. Will need to mark out 2m distances Chairs for Council to be arranged to enable dialogue in socially distanced way and to help with the acoustics.
	Outside	Close proximity to other members and the public entering and leaving the meeting.	Subject to location, entry/exit via multiple routes.	
4. Meeting Environment	Inside	Transmission through air and touch.	Socially distanced seating arrangement. Council chairs to be set in horseshoe or similar to facilitate dialogue. Chairs for Members of the Public to be set out to enable circulation on entry/exit. Windows and doors to be left open to facilitate the free flow of air though the meeting room.	Comply with Covid-safe room capacity numbers provided by Community Hall: Wessex Hall – 25 Saxon Hall – 60 Mercia Room – 12

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Risk	Location	Description of Risk	Mitigation Measures	Comments/Questions
	Outside	Transmission through air and touch	Socially distanced seating arrangement Council to set up chairs at distance from Members of the Public. All to bring own chairs	Transmission risk through air reduced in outdoor environment.
5. Conduct of Meeting	Inside	Transfer though touch and air	Members and public to remain socially distanced at all times. Wearing of masks except when speaking. Shouting to be avoided. The circulation of paper documents to be suspended; all members to provide own copies for signature where required.	Public questions at start of all meetings enables members of the public to leave, should they so wish; agenda to be adjusted to bring items of public interest to early part of meeting. Meeting minutes note number of attendees.
	Outside	Transfer though touch and air	The circulation of paper documents to be suspended; all members to provide own copies for signature where required.	Transmission risk through air reduced in outside environment.

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Risk	Location	Description of Risk	Mitigation Measures	Comments/Questions
6. Wider Issues	Both	Members do not feel safe attending meetings face to face meetings.	Examine technological solutions to facilitate virtual attendance at meetings.	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. Need to examine what technical solutions are available?
	Inside	Track & trace	All attendees to check into location using Community Hall QR code.	