

West Farleigh Parish Council

Risk Assessment for resuming face-to-face meetings

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 – hall, kitchen, office & doors.	Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage. Sanitisation provided for users of ancillary areas (toilets, kitchen, office).	The room is to be fully sanitised after use, including the chairs, tables, light switches & door plates. Tables to be set out in horseshoe shape and members of the public to be sat theatre style only to avoid people facing each other. Members to sanitise their own chairs. Designated Members to undertake the sanitisation in the areas listed above.
2. Travelling to and from meeting	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).	

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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>	Ask members to form an orderly queue and to be admitted in the order they arrive at the meeting room. On entry, all attending must complete a contract tracing form to be held securely by the Clerk for 21 days, in line with the Lease agreement. Hand sanitiser must then be used before taking a seat. Masks to be kept on whilst indoors.
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 through the meeting room.</p>	Seats to be set apart from each other (in line with guidance given by KALC January 20220).
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5. Conduct of Meeting	Transfer through touch and air	Members and public to remain seated and socially distanced at all times.	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>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	
6. Wider Issues	Members do not feel safe attending meetings face to face meetings.	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>Need to keep meeting “moving” so it does not last longer than necessary.</p>
	Track & trace	Need to take contact details of any members of the public attending.	These will be held securely by the Clerk for 21 days and then destroyed.