



BREDE PARISH COUNCIL

Risk Assessment for resuming face-to-face meetings ;prepared for use from 30th June 2021

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, small hall (if used for the public).	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).	All equipment used to be sanitised again after use, including the chairs, tables and any other touchpoints used. Only one toilet is in use during PC meeting evenings to reduce cleaning needed. Small individual tables provided for council use. Member of the public provided with chairs only. Chairs to be set out in either theatre style or horseshoe shape 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>	<p>Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall and adhere to social distancing.</p> <p>Chairs arranged so that members of the public are nearest door, and do not have to walk past councillors to access or leave the meeting.</p> <p>Spare masks to be available.</p>
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>	<p>Capacity without social distancing is 120 without tables but people seated. With use of small tables this will reduce to 60</p> <p>With social distancing, assuming 50% of capacity (ACRE advice), the main hall may be able to accommodate 30..</p> <p>Have plan of seating arrangements.</p>

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5. Conduct of Meeting	Transfer though touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</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>
6. Wider Issues	<p>Members do not feel safe attending meetings face to face meetings.</p> <p>Ensuring, given social distancing, that attendees can hear what is being said.</p>	Consider technological solutions to facilitate virtual attendance at meetings.	<p>Suggest members stand when addressing the meeting so their voices will carry better.</p> <p>Need to keep meeting “moving” so it does not last longer than necessary.</p> <p>Need to examine what technical solutions are available should problems be encountered.</p>
	Track & trace	<p>Need to take contact details of any members of the public attending.</p> <p>Encourage use of NHS QR code.</p>	