

# Norton Parish Council

## Risk Assessment for resuming face-to-face meetings

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1. Room Set up and Dismantling	<p>Transmission from setting out the chairs to hold the meeting and other facilities – doors, small hall (if used for the public).</p> <p>Toilets</p>	<p>Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation provided for users of toilets who are required to clean and sanitise seat, taps and all handles, etc. before and after using the toilet.</p>	<p>The hall to be fully sanitised after use, including the chairs, tables, light switches, door plates, toilets, includes: toilet / chain, sink and taps and door handles.</p> <p>Tables are only provided for the Chairman and Clerk. Chairs to be set out in either theatre style or horseshoe shape to avoid councillors facing each other.</p> <p>Members to sanitise their own chairs and tables, if applicable, before and after the meeting.</p> <p>Designated Members to undertake the sanitisation in the areas listed above.</p>
2. Entering and leaving meeting	<p>Close proximity to other members and the public entering and leaving the meeting and contact with doors.</p> <p>Entry into the small hall will be via separate entrance.</p>	<p>Members to enter the meeting and leave in an orderly socially distanced way via the main door.</p> <p>Hands to be sanitised on arrival.</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>Use Small Hall to accommodate the public?</p>	<p>Need to establish the arrangements for the public, either in the small hall or at a distance in the main hall.</p> <p>The chairs could be arranged in the Small Hall so as to allow the public to address the meeting without walking past everyone, maybe in a horseshoe facing the door.</p> <p>Chair and Clerk facing councillors to one side, and the public to sit on the side nearest the door. They should stand when they address the Council to help with the acoustics.</p>

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3. 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 though the meeting room.</p>	
4. 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><i>Public to address meeting on “threshold” of main meeting room if Small Hall used to accommodate the public, or by the door of the Main Hall, depending on which arrangements are agreed.</i></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>
5. Wider Issues	<p>Members do not feel safe attending meetings face to face meetings.</p> <p>Track &amp; trace</p>	Take contact details of any members of the public attending.	<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>Suggest members stand when addressing the meeting so their voices will carry better.</p> <p>Need to keep meeting “moving along” so it does not last longer than necessary.</p> <p>Need to examine what technical solutions are available?</p>