



Four Marks Parish Council

Risk Assessment for resuming Face to Face meetings

Four Marks Parish Council is committed to providing its services to the public but recognises the need to provide a safe working environment for staff and councillors and for persons that visit its premises, Council meetings and public spaces. This Risk Assessment is for safely resuming face to face meetings.

RISK	HAZARD LINKED TO COVID 19	MITIGATION MEASURES	ACTION BY	NOTES
1. Room Set up and Dismantling - Council staff - Councillors - Members of the Public (MOP)	Transmission from setting out the chairs/tables to hold the meeting and other facilities – including toilets, doors, other halls, kitchens	Sanitise chairs/tables 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) Sanitise door handles, light switches, etc on departure	EO AEO	Chairs/tables to be set 2m apart allowing the same distance between public chairs.
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 car sharing).	All attendees	

3. Entering, during 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>Entrance to be left open so no door handles are touched on entry/exit.</p>	All attendees	<p>Chairs to be arranged so that public entering do not have to come within 2m of councillor chairs/tables, entering room.</p> <p>Masks are not compulsory but suggest wearing for own safety.</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 though the meeting room.</p> <p>Attendees to remain seated, where possible.</p> <p>Masks are not compulsory, but suggest wearing for own safety.</p>	EO/AEO All attendees	<p>Benians Pavilion. Current capacity, with tables, is 6 with 3 MOPs, venue to be moved if numbers are likely to exceed 10.</p> <p>Chairs can be arranged in balcony area if necessary.</p> <p>Village Hall (large hall). Current capacity 30 (total), if numbers look like this will exceed this, consideration be given to changing venue to COGS or outside.</p>
5. Conduct of Meeting	Transfer though touch and air	Members and public to remain socially distanced at all times.	All attendees	

		<p>Adjust order of business to allow MOP's to leave, should they so wish, immediately after discussion of their item of interest.</p> <p>Meeting to be kept moving to avoid prolonging time in enclosed space</p>	Chairman	
6. Wider Issues	<p>Members do not feel safe attending meetings face to face meetings.</p> <p>Restricting public attendance</p> <p>Hearing issues due to mask wearing and social distancing</p> <p>Track and trace</p>	<p>Members to ensure they advise with notice they are not able to/or wish to attend.</p> <p>Ensure members of the public by way of Agenda notice to advise of attendance prior to meeting to ensure they can be accommodated safely.</p> <p>Councillors and Members of the public to be advised on safety measures in place and asked not to attend if experiencing any symptoms.</p> <p>If wearing a mask, remove when speaking, stand to project voice when speaking, if in big hall, but advice is not to shout.</p> <p>Contact details of any members of the public attending to be taken</p>	<p>EO/AEO</p> <p>Chairman</p> <p>Councillors</p> <p>MOPs</p>	<p>* Live streaming to be considered, for public viewing, however any Members who do not attend in person, will not be counted as present.</p> <p>Contact details of attendees will be held for 14 days only.</p>