

Risk Assessment

Activity: Resuming physical meetings post Covid-19 closure NOTE: Risk Factor - 1 unlikely; 2 possible; 3 likely	Date: Initial assessment - 17 May 2021 Revised/updated:
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Problem (re transmission of infection)	Risk	Persons at risk	Risk Factor	Existing controls	Additional controls introduced <i>NB Use of venue for physical meetings only when allowed subject to Govt guidelines and in compliance with social restrictions in place at time of meeting</i>
Use of village hall facilities	Virus deposit on door handles, furniture and equipment	All present	2	Cleaning by village hall caretaker prior to meetings/events in venue Signage re toilet facilities	Wipe down of surfaces and toilet area after each visit by member of the public after meeting Access to kitchen facilities closed to public All attendees aware of Govt guidelines
Meeting papers	Virus deposit on papers	All present	1	None	Cllrs and members of public bring own papers; no copies available at meeting
Social distancing	Circulation of attendees in confined space	All present	2	N/A	One way system to enter/exit building; signage in place Chairs for councillors and public laid out in advance, appropriately spaced Public requested by chairman to leave venue after meeting one by one and taking turn to leave their seats
Attendance by members of public	Numbers too high for social distancing to be maintained	All attendees	1	N/A	Numbers of attendees monitored in advance to ensure safe attendance within capacity of venue
Conversational contact	Face to face interaction	All present	2	N/A	Public to wear face coverings and maintain social distancing (as above) Public advised to reserve any discussion/conversation to outdoor setting after close of the meeting
Mingling of attendees	Attendees fail to observe safe procedures	All present	2	N/A	Public to wear face coverings and maintain social distancing (as above) Public advised to reserve any discussion/conversation to outdoor setting after close of the meeting
Consuming of refreshments	Virus deposit on glasses/plates	Anyone taking part (if refreshments available)	2	N/A	No ad hoc refreshments allowed; where refreshments are organised in advance, attendees remain seated to be served in their places Person serving to wear face covering and sanitise hands Glasses/plates for individual use; No food to be available in containers or on plates for shared use

Health incident at meeting	Attendee develops covid symptoms	All present	1	None	Affected person to be removed to rear of kitchen; all attendees advised to leave hall before affected person; NHS notified
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