

Face to Face Meeting Risk Assessment

Name of Organisation:	Borden Parish Council	Start Date:	
Person Responsible:	Borden Parish Council	Date of Assessment:	10/05/2021
Name of Risk Assessor:	Julie Miller	Date of Review:	

No	Hazard	Possible Risks	Persons at Risk	Current Control Measures	Total Risk Rating (see risk rating matrix)	Additional Control Measures Necessary	Action by Whom and when
1.	Room Set up and Dismantling	Transmission of virus from setting out the chairs to hold the meeting and other facilities – kitchen, office, toilets, doors, small hall (if used for the public).	Staff Members of the public Councillors	None	B2	<ul style="list-style-type: none"> Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage. Sanitisation provided in hall for all attendees. Arrange chairs in a U Shape so councillors not face to face. The capacity for the Townsend Hall taking into account social distancing is XX persons. Each chair shall be at a distance of 1m with mask wearing essential. 	
2.	Entering and leaving meeting		Staff	None	B1	<ul style="list-style-type: none"> Members to enter the meeting and leave in 	

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		Close proximity to other members and the public entering and leaving the meeting and contact with doors.	Members of the public Councillors			<p>an orderly socially distanced way.</p> <ul style="list-style-type: none"> • Clerk to arrive at 30 mins before councillors. • Members to arrive at 15 mins before meeting and be seated at this time. • Controlled, socially distanced, one by one, entry to be conducted by member volunteers. • Members of the public to arrive no earlier than five mins before meeting starts. • A volunteer councillor will need to be at the entrance allowing members of the public access one by one up to the maximum allowed. • Hands to be sanitised on arrival with provision of sanitiser. • Notices to be erected on entry to meeting 	

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						<p>regarding social distancing and the wearing of masks.</p> <ul style="list-style-type: none"> • PPE to be available. • Support Test and Trace app. 	
3.	Meeting Environment	Transmission of virus through air and touch.	Staff Members of the public Councillors	None	B1	<ul style="list-style-type: none"> • Socially distanced seating arrangement. • Windows and doors to be left open to facilitate the free flow of air/ ventilation though the meeting room. 	
4.	Conduct of Meeting	Transmission of virus through air and touch.	Staff Members of the public Councillors	None	B1	<ul style="list-style-type: none"> • Members and public to remain socially distanced at all times. • Wearing of masks except when speaking. • Shouting to be avoided. • The circulation of paper documents to be suspended and no sharing or pens or other objects. 	

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5.	Psychological	Members do not feel safe attending meetings face to face meetings.		None	B3	<ul style="list-style-type: none"> Members and public to remain 1m socially distanced at all times. Wearing of masks except when speaking. The circulation of paper documents to be suspended. Meeting to be as short as possible. 	
	Non adherence to capacity guidelines	Transmission of virus through air and touch.	Staff Members of the public Councillors	None	A2	<ul style="list-style-type: none"> Ask for prior notification for members of the public so chairs can be as far apart as possible. 	

Risk Rating Matrix

	A	B	C
1			
2			
3			

	Severity		Likelihood
A	represents death, major injury, major damage or loss of property or equipment. Also represents against statute and government guidance.	1	Extremely likely to occur
B	Represents an injury lasting over 3 days or damage to property or equipment	2	Likely to occur
C	Represents a minor injury or minor damage to property or equipment	3	May occur, but unlikely