

Risk Assessment for resuming face-to-face meetings

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1. Room Set up and Dismantling	Transmission from furniture and touch points.	Sanitise furniture and touch points before meeting and again at the end of the meeting.	Clerk to provide anti- bacterial wipes.
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 or to follow guidelines for shared transport.	
3. Entering and leaving meeting	Close proximity to other councillors and the public entering and leaving the meeting and contact with doors.	<p>Councillors and members of the public to enter the meeting and leave in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival. All attendees to be advised to bring their own sanitiser to avoid cross contamination.</p> <p>Agenda to state that face masks are to be worn and social distancing observed.</p>	Ask everyone to form an orderly queue and to be admitted one at a time, similar to what happens at supermarkets.
4. Meeting	Transmission through air and touch.	<p>Socially distanced seating arrangement.</p> <p>Masks to be worn until seated.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p>	
5. Track and Trace requirements	Attendee subsequently testing positive for Covid19	Either scan QR code with phone or provide contact details.	Clerk to keep a record of those attending who haven't scanned the QR code.