

RETURNING TO IN PERSON METINGS				
Topic	Risk	L/M/H	Management/control of risk	Review/Assess/Revise
Transmission of Covid-19 All persons (employees, contractors and public) are expected to exercise personal responsibility for themselves and others for whom they are responsible and to follow national guidance https://www.gov.uk/coronavirus	Infection risk to staff/councillors/public	M/H	<ul style="list-style-type: none"> Staff, Councillors or public not to attend if they have symptoms and to self-isolate: <ul style="list-style-type: none"> -A high temperature -A new, continuous cough -A loss of, or change to, their sense of smell or taste Anyone who has had close contact with a person who has displayed symptoms must be asked to leave and self-isolate Visitors briefed on arrival on safety procedures Staff to have temperature taken before each meeting with remote thermometer Staff to take temperature of councillors and members of the public All persons to wear mask when indoors unless there is a medical reason or relevant disability 	Document to be reviewed before each meeting by the clerk – checking for new advice/restrictions from the Government
	Infection risk to staff/councillors/public	M/H	<ul style="list-style-type: none"> Comply with venue risk assessment 	
	Risk of infection if too many people arrive	M/H	<ul style="list-style-type: none"> Office to confirm maximum capacity of venue (not to be exceeded) – anyone in excess of this number not admitted Contact details taken from members of public for track and trace - volunteer councillor required for assistance 	
	Risk to those on the shielding list or with higher vulnerability	H	<ul style="list-style-type: none"> Decision to attend, left to individual 	
	Infection risk to the public while queuing to enter the hall	L/M	<ul style="list-style-type: none"> Markers on the ground to indicate social distancing, including where to wait before entering, allowing space for previous occupant to exit the building Signage for social distancing 	
	Risk of virus transmission from surfaces	L/M	<ul style="list-style-type: none"> Clean all touch points, tables and chairs prior to admitting councillors/public (PPE provided) 	

			<ul style="list-style-type: none"> Chairman to ask Staff/councillors/public to wipe down (with supplied disinfectant wipes) their own table and chair Chairman to ask for volunteers to put away all tables and chairs, to clean all touch points and wash basins, toilet seats and handles (if used) before leaving venue (PPE provided) 	
	Infection risk by anyone not washing their hands at all or ineffectively	M/H	<ul style="list-style-type: none"> Provide alcohol-based hand sanitiser for adult use inside the door of the hall (or outside if easier) at sanitising station, with appropriate signage Staff to direct councillors/public to clean their hands before entering Hand sanitiser available inside the venue 	
	Infection risk to the public inside facilities due to lack of social distancing	M/H	<ul style="list-style-type: none"> Clerk/Chairman to remind councillors and public of the procedures Tables and chairs set out to a minimum distance of 2 metres apart, not facing one another Windows and doors open if possible, to aid ventilation 	
	Infection risk from papers at the meeting	L/M	<ul style="list-style-type: none"> Meeting to be paperless 	
	Infection risk from disposable wipes etc. after meeting	M/H	<ul style="list-style-type: none"> Chairman to remind councillors/staff/public to dispose of any waste responsibly in the red receptacle provided. Red receptacle to be emptied at end of meeting by volunteer using relevant PPE 	
	Infection risk to staff/contractor/public if council informed of a covid-19 positive person is known to have used the facilities	M/H	<ul style="list-style-type: none"> Close all facilities for 72 hours (or advise relevant hall committee) Have the facilities deep cleaned before opening again Appropriate signage on the doors Consider the need for staff/councillors/public to self-isolate dependant on Government regulations and Track and Trace 	