

Risk Assessment for resuming face-to-face meetings

Table 1-Risk Assessment Face to Face Meetings

Risk	Description of Risk	Mitigation Measures	Comments
1.Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, office, toilets, doors, small hall (if used for the public).	Follow guidance provided by the Village Hall Committee. To include, sanitising chairs before meeting and again at the end of the meeting before storage, sanitising other facilities after usage. Sanitisation provided for users of ancillary areas (toilets, kitchen, office).	Follow guidance provided by the Village Hall Committee. The hall to be fully sanitised after use, including the chairs, tables, floors, light switches, door plates, toilets, includes: toilet / chain, sink and taps, door handles and floor. Only one toilet is in use during PC meeting evenings to reduce cleaning needed. Tables are not provided. Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other. Members to sanitise their own chairs. Designated Members to undertake the sanitisation in the areas listed above.
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 bus, taxi, car sharing).	

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3. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	Members to enter the meeting and leave in an orderly socially distanced way. Hands to be sanitised on arrival. Controlled, socially distanced, one by one, entry by other attendees. Notices to be erected on entry to meeting regarding social distancing and the wearing of masks. Provision of sanitiser at entrance to meeting.	Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets. Follow government guidance on public attendance, including offering virtual meeting participation where possible Arrange seating to minimise contact/passing, for example, horseshoe shape facing the door. PPE to be available. Operate track and trace system
4. Meeting Environment	Transmission through air and touch.	Socially distanced seating arrangement. Windows and doors to be left open to facilitate the free flow of air through the meeting room.	Confirm and follow social distancing capacity with Village Hall committee.
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5. Conduct of Meeting	Transfer through touch and air	Members and public to remain socially distanced at all times. Wearing of masks except when speaking.	Adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.

		Shouting to be avoided. The circulation of paper documents to be suspended.	Clerk to complete attendance list with members checking the minutes for accuracy.
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