**Risk Assessment for resuming face-to-face meetings**

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| **Risk** | **Description of Risk** | **Mitigation Measures** | **Comments** |
| 1.Room set up and dismantling | Transmission from setting out the chairs and tables to hold the meeting and other facilities used | Sanitise chairs and tables before meeting.  Sanitise chairs and tables after meeting.  Sanitise other facilities used | 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.  Chairs and tables to be set up in a horseshoe style.  Members to set up and put away their tables and chairs.  Members to sanitise their own chair and table.  Members to set up socially distanced chairs for other attendees. Maximum of 11 chairs. Chairs to be sanitised before being put away. |
| 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). |  |
| 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. Sanitiser provided.  Controlled, socially distanced, one by one, entry and exit by other attendees. | Members to be admitted in the order they arrive at the Hall, in a socially distanced manner.  Other attendees to be directed to chairs in order they arrive to prevent walking past others, and to be asked to avoid walking past others as they depart. |
| 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 though the meeting room. | Room capacity is: 6 members 1 member of staff 11 other attendees |
| 5. Conduct of Meeting | Transfer though touch and air | 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. | Only papers to be circulated to be those requiring signing or initialling.  Members and Clerk to bring own papers and/or electronic device. |
| 6. Wider Issues | Members and staff do not feel safe attending face to face meetings. | Risk assessment for meeting to be created.  Employee risk assessment to be carried out. | Members who do not attend will need to sign their Declaration of Acceptance before the meeting in the presence of the Clerk. |
| 7. Track and trace | Contact details not obtained | Need to take contact details of any members of the public attending. | Paper sheet required to take details of anyone not using the QR Code. |

Created on 14 May 2021, and amended as necessary before the July meeting.