

STAPLEHURST PARISH COUNCIL

RISK ASSESSMENT: Return to Face-to-Face Meetings (from 28TH June 2021)

Date of risk assessment: 28/06/2021

What are the risks?	Description of Risk	Precautions to take	Management Activity	Action by who?
Room set up and cleaning up	Transmission from setting out the tables and chairs to hold the meeting and other facilities – kitchen, toilets, doors, windows	<p>Sanitise chairs and tables before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation provided for users of toilet and kitchen areas.</p> <p>The hall to be fully sanitised after use, including the chairs, tables, light switches, door plates, toilets, includes: toilet flush/seat, sink, taps and door handles.</p> <p>Only one toilet is in use during PC meeting evenings to reduce cleaning needed.</p> <p>Tables are only provided for the Clerk and Chairman. Chairs to be set out in u-shape style widely spaced to avoid face to face transmission.</p>	<p>Ensure that the risk assessment is read by all attendees</p> <p>Signs put up around the facility to support precautions.</p> <p>Councillors encouraged to bring their own folding chair, which reduces need for sanitising and putting out of chairs.</p>	<p>Cllrs Clerk Members of the public</p>
Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	<p>Attendees, wherever possible, travel to and from meetings separately.</p> <p>Where this is not possible all to follow the guidelines for method of transport (e.g., bus, taxi, car sharing).</p>		<p>Clerk Cllrs Members of the public</p>

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Entering and leaving meeting	Close proximity to other Cllrs and the public entering and leaving the meeting and contact with doors.	<p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks/screens and use of sanitiser. Masks to be worn at all times when standing or moving around the building.</p> <p>Cllrs, staff and members of the public to enter and leave the meeting maintaining social distance at all times.</p> <p>One way system for in and out to be used.</p> <p>Hands to be sanitised on arrival.</p> <p>Provision of sanitiser at entrance to meeting. Chairs will already be laid out in the correct layout – no additional chairs must be added.</p>	<p>Ask Cllrs to form an orderly queue and enter the hall one by one.</p> <p>The chairs should be arranged in the Hall to maintain social distance.</p> <p>PPE to be available at entrance.</p> <p>Signs to be erected for in out directions</p>	Clerk Cllrs Members of public
Meeting Environment	Transmission through air and touch.	<p>Socially distanced seating arrangement. Seats to be arranged at 1.5m distance.</p> <p>Windows and doors to be left open to facilitate the free flow of air through the meeting room.</p> <p>Councillors & Clerk to wear clear face shields throughout meeting to prevent face to face transmission.</p> <p>Members of the public to wear masks at all times except when speaking.</p>	<p>Capacity with social distancing is ?: Two sitting at tables (Chairman and Clerk); 16 U shape style;</p> <p>Permitted attendance: <u>Full Council:</u> Clerk 15 Cllrs 11 members of the public</p> <p><u>Planning:</u> Clerk 7 Cllrs 20+ members of the public</p>	Cllrs Clerk Members of the public

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Other issues	<p>Members of the public not able to attend in person</p> <p>Members do not feel safe attending meetings face to face meetings.</p> <p>Ensuring, given social distancing, that all meeting attendees can hear what is being said.</p> <p>Length of time of meeting</p>	<p>We are unable to provide technology for virtual attendance; members of the public encouraged to submit questions, comments etc prior to the meeting.</p> <p>Due to Covid-19 Legislation only a limited number of people will be permitted to attend meetings in person.</p> <p>Full Council Meetings and Planning meetings to be held on separate days and agenda's kept to a minimum of urgent business only.</p>	<p>Suggest Cllrs stand if required when addressing the meeting so their voices will carry better if anyone is experiencing difficulty in hearing.</p> <p>Need to keep meeting "moving" so it does not last longer than necessary</p> <p>Advertise meetings on our website and social media asking for comments to be sent in before meetings due to limited numbers.</p> <p>Clerk to review agenda and in consultation with the Chair ensure agenda kept to essential business only</p>	<p>Clerk Cllrs</p> <p>PSO</p> <p>Clerk and Chair</p>
Track & trace	Not knowing who attended if someone tests positive for COVID19	QR code to be scanned by all in attendance. If anyone is unable to do this, contact details of any members of the public attending to be taken.	Provide paper and pen to take details and provide sanitiser for pen.	Clerk Cllrs
Papers	<p>Members touching prepared papers</p> <p>Residents touching prepared papers</p>	Create individual packs of papers, well in advance (min 72 hrs)	<p>Sets prepared and placed in individual envelopes, 72 hours in advance. Papers placed at entrance for attendees to pick up</p> <p>Councillors' sets are sent 5 days in advance currently, continue the practice.</p> <p>All papers to be removed from room by the holder and not left for central collection afterwards.</p>	PSO Clerk