

## Great Missenden Parish Council

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

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1. Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, toilets, doors, small hall (if used for the public).	Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.  Sanitisation provided for users of ancillary areas (toilets and kitchen).	The hall to be fully sanitised after use, including the chairs, tables, light switches, door plates, toilets, includes: sink and taps, door handles etc.  Chairs and tables to be set out in horseshoe shape to avoid people facing each other.
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, dispensers in place.  Notices are up in the memorial hall regarding social distancing and the wearing of masks.	The chairs to be arranged such to allow the public to access the meeting without walking past everyone.  Members to bring their own masks.

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4. Meeting Environment	Transmission through air and touch.	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p> <p>Masks to be worn.</p>	With social distancing, current capacity of the main hall and committee room is reduced in line with government regulations.
5. Conduct of Meeting	Transfer though touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p>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.</p> <p>Clerk to complete attendance list with members checking the minutes for accuracy.</p>
6. Wider Issues	Ensuring, given social distancing, that all attendees can hear what is being said.		<p>Suggest members stand when addressing the meeting so their voices will carry better.</p> <p>Need to keep meeting “moving” so it does not last longer than necessary</p>
	Track & trace	Need to take contact details of any members of the public attending.	

This risk assessment was carried out by the Clerk on 14<sup>th</sup> May 2021