

**Cotgrave Town 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 other facilities – kitchenette, toilets, doors, windows (Council members, members of the public and council officers).	Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage. Sanitisation provided by provider/owner of the facilities for users of ancillary areas (toilets, kitchen)	The room 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, apart for minute takers. Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other. Designated Members/officer 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).	Shared transport, must be worn.

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3. Entering and leaving the building/meeting	Proximity to other members/officers and the public entering and leaving the meeting and contact with doors.	<p>Everyone entering the meeting/building should enter and leave in an orderly socially distanced manner.</p> <p>Hands to be sanitised on arrival.</p> <p>Controlled, socially distanced, one by one, entry by all attendees.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser at entrance to meeting.</p>	<p>Ask all attending to form an orderly queue and to be admitted in the order they arrive at the building/meeting room, like what happens at supermarkets, noting the 2m social distancing.</p> <p>The chairs will be arranged to allow the public to address the meeting without walking past everyone, maybe in a horseshoe facing the door. Chair/VC and Clerk facing councillors to one side, and the public to sit on the side nearest the door. They could stand when they address the Council to help with the acoustics.</p> <p>PPE to be available.</p>
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>Capacity within guidelines provided by the venue.</p> <p>With social distancing, 50% of capacity (ACRE advice), of the any venues used.</p> <p>Need plan of chair set up</p> <p>No movement of chairs permitted. Movement within the room should be as limited as possible (ie for the use of the toilet).</p>
5. Conduct of Meeting	Transfer though touch and air	Members, officers and public to remain socially always distanced.	To make the necessary adjustments to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.

		<p>Wearing of masks except when speaking.</p> <p>Shouting must be avoided.</p> <p>The circulation of paper documents to be reduce to a minimum, where possible</p>	
6. Wider Issues	Members do not feel safe attending meetings face to face meetings.	<p>Ventilation, PPE, hand sanitiser and room set/layout in place.</p> <p>Good time management is required.</p>	<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 – NALC advice.</p> <p>Need to examine what technical solutions are available?</p>
7. Track & Trace		Need to take contact details of ALL attendees at the meeting ie, name and telephone number.	Contact details will be kept for 3 weeks, then destroyed.

Dated: 12th May 2021

Assessor/s: Julie Stephenson, Town Clerk and Jane Pick, Administration Manager – Cotgrave Town Council

This risk assessment will be reviewed on a regular basis.