

## Risk assessment: Public meetings

Company name: Westbourne Parish Council

Assessment carried out by: Clare Kennett, Parish Clerk

Date of next review: May 2021

Date assessment was carried out: 06/04/21

Follow the latest government guidance on Covid-19 at <https://www.gov.uk/coronavirus>

See The Meeting Place risk assessment <https://www.the-meeting-place.org/userinstructions-1>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission of Covid-19 from face to face contact with councillors and members of the public	Councillors, staff and members of the public	NHS Test and Trace is available at The Meeting Place	All attendees (councillors, employee and members of the public) are required to sign into NHS Test or Trace or using the signing in book in the event of an outbreak linked to the premises. The Clerk will ensure all attendees complete the task.	Everyone who attends the meeting	On arrival at The Meeting Place	

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	Councillors, employee and members of the public	All attendees should not attend if displaying any recognised Coronavirus symptoms.	All attendees will be asked by the Clerk to confirm that they are not displaying any symptoms of Coronavirus and have not done so in the last 72 hours. The Clerk will display a list of questions that members must respond to. Members are recommended to undertake a Covid Rapid Lateral Flow test before meeting which can be ordered at <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a>	Everyone who attends the meeting.  Members recommended to regularly test.	On arrival at The Meeting Place	
	Councillors, employee and members of the public	2m minimum distance to be observed by all attendees at meetings at all times	Use of the front room at The Meeting Place only. Tables/seats to be placed at 2m minimum distance from others. If less than 2m, barriers should be installed	Everyone who attends the meeting	At all times	

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			<p>between people. Attendees should not move the furniture. 2m minimum distance to be maintained at all times, including on arrival and departure. Maximum capacity at The Meeting Place is 30 people. There should be no discussion after the meeting and people should promptly leave.</p>			
	Councillors, employee and members of the public	Face masks to be worn at all times	All attendees	Everyone who attends the meeting	At all times	
	Councillors, employee and members of the public	Hand sanitiser and hand washing	Upon arrival, use the hand sanitiser or wash hands for 20 seconds. Cleaning facilities are available in the toilets to clean surfaces before and after using them.	Everyone who attends the meeting	At all times	

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	Councillors, employee and members of the public	Ventilation	Non fire doors and windows should be kept open where possible to aid ventilation. Limit touching of doors and door handles.	Everyone who attends the meeting	At the meeting	
	Councillors, employee and members of the public	Cleaning	The Meeting Place is cleaned once per week and antibacterial wipes are placed in key locations for users to wipe surfaces before and after use.	Everyone who attends the meeting	At the meeting	
	Councillors, employee and members of the public	Meeting papers	No meeting papers will be provided to councillors and members of the public. Councillors are advised to use the tablets provided or bring their own printed copies or computers. A projector and screen will be used to share documents with attendees.	Everyone who attends the meeting	At the meeting	

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	Councillors, employee and members of the public	Equipment	Tables and chairs provided by The Meeting Place will be used. These need to be cleaned before and after use. The only additional equipment to be used at the meeting is the projector screen which is stored in the Shed at The Meeting Place. This should be cleaned before and after use	The Clerk and councillor setting up the meeting	At the meeting	
	The Clerk and a nominated councillor	Setting up the meeting	Set up the meeting 30 minutes before it starts to allow time to set out tables, chairs and the projector screen. This task should be completed by the same two people once the meeting has closed.	The Clerk and councillor setting up the meeting	At the meeting	
	Councillors, employee and	Length of meetings	The duration of the meeting should be kept to a strict minimum. Agendas will be	The Clerk and Councillors	At the meeting	

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	members of the public		carefully prepared to plan activities and reports will be circulated in advance of the meeting to provide required background information. Working groups, which can be held virtually, may be necessary for items that require further discussion so that a decision can be made at a later meeting in public.			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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