

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?	Pre and Post Control Risk assessment
Public Meeting	All Attendees					
Getting/spreading coronavirus						
-by having symptoms, or unknowing infection on arrival	All Attendees	Temperature gun on entry Hand Sanitiser Spare paper masks Members to be encouraged to take a lateral flow test before the meeting at least 48 hours.	Offer options to review meeting remotely Online option for viewing or recording to watch after the meeting	Clerk/Members	On the day or 48 hours in advance	H/L
-by not washing hands or not washing them adequately		Follow Government guidance on cleaning, hygiene and hand sanitiser Ensure all visitors to office use hand sanitiser, Adequate signage	Provide hand sanitiser Liaise with landlord and all tenants in building who are responsible for providing shared washing facilities etc.	Clerk	Before meeting starts	M/L
-in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Staff Customers Contractors Visitors	Wear masks when moving around the building on arrival and leaving. Always washing hands on arrival and leaving One-way traffic system Lay out chairs for social distancing mitigating any 2m distances with mask wearing, Clear signage and floor decal Track and Trace QR code and paper database.	Provide hand sanitiser Liaise with landlord and all tenants in building who are responsible for providing shared washing facilities etc. One-way signage for clear traffic flow Masks Signage and Hand sanitiser on entry Lay out chairs for clear social distancing Lay out councillor and clerk seating for side by side	Clerk All attendees during the meeting	Before meeting starts During the meeting and at the end of the meeting Constant review	M/L

			<p>working not face to face and clear distancing</p> <p>One- way traffic system for the building</p> <p>Separate entrance and exits</p>			
-by not cleaning surfaces, equipment and workstation		<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak - Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning</p> <p>Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>clean re-usable boxes</p>	<p>Cleaning rota to confirm cleaning frequency</p> <p>common areas of touch are cleaned as identified in clerk report 31.12.2020</p> <p>NO Shared equipment papers or pens</p> <p>NO tables for Councillors (other than Chair)</p> <p>Hands are cleaned at least on arrival exit and before food or drink.</p> <p>Cleaning equipment is provided</p> <p>Regular cleaning of hands, regular cleaning of surfaces which will be touched chairs tables and door handles before and after meeting</p>	Clerk	Before and after meeting	M/L
Inadequate ventilation		Ensure all possible doors and windows can be opened before meeting starts	Ensure all possible doors and windows can be opened before meeting starts	Clerk	Before the meeting During the meeting	H/L

		keeping the door open and allowing air flow as much as possible				

From Attendees to each other.	Workers all Attendees	<p>Clerks, Members and Participants to be requested to take a lateral flow test 48 hours before the meeting and confirm results by email to the Clerk.</p> <p>All visitors will clearly be guided to use hand sanitiser and masks (unless exempt) Aim to have as few visitors as possible by offering remote options either on Zoom and recording the meeting. Ask visitors to use track and trace app Keep a log of visitors in the with email and phone number for 21 days in accordance with the current regulations . If a visitor arrives with clear symptoms we will ask them to leave and come back when they are well.</p>	Not all attendees or participants will have been vaccinated. Request a Lateral Flow test from members and participants, to ensure as many measures are in place to reduce the risk of transmission as possible and keep the risk assessment up to date.	Clerks	Constant practice	H/L
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By not wearing masks or face covering		Spare masks available on arrival	Personal protective equipment (PPE) and face coverings Will be worn as required by government guidelines If a visitor comes in Moving around the building To mitigate any other risk where required.			H/L
Lack of Ventilation	Workers		Ventilate the building by keeping the door open and allowing air flow as much as possible	Clerks Building users	Constant practice	H/L
Not considering risks to Vulnerable workers	Vulnerable workers as defined by Gov't guidelines		Review the risk of activities involving contact with general public constantly and to defer to online virtual or phone where possible, if still necessary and if to be more than 15 minutes the clerks will weigh if any activities will impact on any vulnerabilities/ underlying health risk and divide tasks in the safest way accordingly.	Clerks		M/L
Increasing infection rates.			Follow all government guidance on local infection rates and responses / or if any tier guidelines are again enforced.	All Staff/ Members	Constant Practice	H/L

Not completing risk assessment or not demonstrating that it is in place			Complete assessment and publish on website as required by Govt guidelines Display Covid 19 Secure Posters on website and in office	Clerks	Before the meeting	H/L
Venue Risk Assessment For any other hazards.						
Any electrical, trip or safety hazards,	All attendees	Building is hired as fit for public use and prior inspection has not highlighted any issues	Review of premises ensure no loose wires, no loose equipment or trip hazards,.	Clerk	Before the meeting	M/L
Insurance			Is in place, company have confirmed do not need a meeting schedule unless event is over 750 people.	Clerk	Before the meeting	L/L