

MULBARTON PARISH COUNCIL

RISK ASSESSMENT: return to face to face meetings - held in the Committee Room, Mulbarton Village Hall, The Common, NR14 8AE

What are the risks?	Description of risk	What are you already doing?	Do you need to do anything else to control the risk?	Acton by who?
Room set up and dismantling	Transmission from setting out the chairs and tables to hold the meeting	Sanitise chairs and tables before meeting and again at the end of the meeting before storage.	<p>Door handles to entrance door to the village hall corridor leading to the committee room & to the committee room to be sanitiser prior to entry for set up.</p> <p>Disposable gloves to be available to Cllrs & Clerk</p> <p>Cllrs to sanitiser their own table and chair.</p> <p>Cllrs to assist in cleaning chairs set out for public.</p>	Clerk Cllrs
Travelling to and from meeting	Transmission through the sharing of transport	<p>Attendee, where possible, travel to and from meetings separately.</p> <p>Where this is not possible follow government guidelines for using shared transport</p>		Clerk Cllrs Members of the public
Entering and leaving the meeting	Close proximity to other Cllrs and the public when entering and leaving the meeting and contact with doors	<p>Hands to be sanitised on arrival.</p> <p>Notices on doors regarding social distancing and the wearing of masks.</p>	<p>Cllrs, Clerk and members of the public to enter and exit the meeting promptly and in an orderly socially distanced way.</p> <p>Provision of hand sanitiser at entrance to the corridor door and outside the Committee Room door.</p> <p>Cllrs to be socially distanced, ensuring a minimum 2mtr distance is achieved for "face to face" and 1mtr for "side to side"</p> <p>Cllrs to be seated when members of the public enter</p>	Clerk Cllrs Member of the public

MULBARTON PARISH COUNCIL

RISK ASSESSMENT: return to face to face meetings - held in the Committee Room, Mulbarton Village Hall, The Common, NR14 8AE

What are the risks?	Description of risk	What are you already doing?	Do you need to do anything else to control the risk?	Acton by who?
			<p>the hall.</p> <p>Chairs for the public to be arranged so that 2 mtr social distance is achieved.</p>	
Meeting environment	Transmission through air and touch	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be open to facilitate free flow of air through the room.</p>	Printed copies of agenda's not handed out to members of public.	<p>Clerk</p> <p>Cllrs</p> <p>Member of the public</p>
Conduct of meeting	Transfer through touch and air	<p>Cllrs and public to remain socially distanced at all times</p> <p>Wearing of face covering (unless exempt)</p> <p>Shouting to be avoided</p> <p>Circulation of paper documents on the night suspended - Cllrs to bring and use own meeting folders and pens</p> <p>Members of the public leaving during the course of the meeting should do so in a manner that social distancing is maintained from other members and Cllrs.</p>	Cllrs who need to leave the room due to declared interests to be seated near an exit door and to maintain social distancing when leaving and returning to the room.	<p>Clerk</p> <p>Cllrs</p> <p>Member of the public</p>
Wider issues	Members do not feel safe attending meetings face to face.		Keep the meeting "moving" so that it does not last longer than necessary	<p>Clerk</p> <p>Cllrs</p> <p>Member of the public</p>

MULBARTON PARISH COUNCIL

RISK ASSESSMENT: return to face to face meetings - held in the Committee Room, Mulbarton Village Hall, The Common, NR14 8AE

What are the risks?	Description of risk	What are you already doing?	Do you need to do anything else to control the risk?	Acton by who?
	Ensuring, given social distancing that all meeting attendees can hear proceedings		Advise on website that the number of members of public may be restricted if socially distancing cannot be achieved	
	Track and Trace	QR code to be available for those that wish to scan in their attendance. If anyone is unable to do this then contact details can be taken		Clerk Cllrs Member of the public

Date of risk assessment: 18.06.2021

Date of review: 21.07.2021. In line with current guidance no changes are made to the RA dated 18.06.21.

Date of review: 17.08.2021. Updated to incorporate changes to government guidance and change of location from main village hall to Committee Room

Date of review: 26.10.2021. No updates required

Date of review: 30.11.2021. No updates required

Date of review: 01.01.2022. No updates required

Date of review: 08.01.2022. Updated to include the requirement to wear face covering in indoor areas