

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

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1. Room set-up and clearing	Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, office, toilets, doors, small hall (if used for the public).	<p>Sanitise touch zones before meeting and again at the end of the meeting.</p> <p>Kitchen not to be used.</p> <p>Only one toilet to be used. Users to sanitise touch points after use.</p>	<p>Chairs, tables, light switches, and door handles to be sanitised.</p> <p>Tables to be set out in horseshoe shape to avoid people facing each other.</p> <p>Chairs for members of the public to be set out in suitable location.</p> <p>Chairs to be a minimum of 2 metres apart.</p> <p>Members to sanitise their own chairs.</p> <p>Anti-bacterial wipes to be provided.</p>
2. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	<p>Members to enter the meeting and leave in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival.</p> <p>Face coverings to be worn while entering/leaving the building.</p> <p>Notices will already be on display in the Village Hall regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser at entrance to meeting.</p>	<p>Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets.</p> <p>Any members of the public to be asked to follow the same guidelines.</p> <p>Hand-sanitiser to be provided.</p>

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3. Meeting Environment	Transmission through air and touch.	<p>Socially-distanced seating arrangement.</p> <p>Wearing of face coverings while moving about.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p> <p>Shouting to be avoided.</p> <p>Members to bring their own documents and pens.</p>	<p>Entry to the meeting may be refused if capacity (20) is reached.</p> <p>Face coverings may be removed once seated, especially for speaking.</p> <p>Allow members of the public to leave safely, should they so wish, immediately after discussion of their item of interest.</p>
5. Track and Trace	Requirement to keep record of attendees	Names and contact details to be taken for any members of the public attending.	Clerk to complete attendance list.