

**SPPC Risk Assessment for resuming face-to-face meetings**

<b>Risk</b>	<b>Description of Risk</b>	<b>Mitigation Measures</b>	<b>Comments/Questions</b>
1.Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – office, doors, chairs.	<p>Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation provided for users of ancillary areas.</p>	<p>The room to be fully sanitised after use, including the chairs, tables, floors, light switches, doors</p> <p>Tables are not provided. Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other.</p> <p>Members to sanitise their own chairs.</p> <p>Designated Members to undertake the sanitisation in the areas listed above.</p>
2. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	<p>Attendees, wherever possible, travel to and from meetings separately.</p> <p>Where this is not possible members to follow the guidelines for using shared transport (eg bus, taxi, car sharing).</p>	

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3. 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>Controlled, socially distanced, one by one, entry by other 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 members and MOP's to form an orderly queue and to be admitted in the order they arrive at the office, similar to what happens at supermarkets. Will need to mark out 2m distances.</p> <p>The chairs could 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 through the meeting room.</p>	<p>Capacity without social distancing is 20 with tables and chairs.</p> <p>With social distancing, assuming 50% of capacity (ACRE advice).</p> <p>Need plan of chair set up and need to mark up the floor showing where the chairs go.</p>
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5. Conduct of Meeting	Transfer through touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p>Adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.</p> <p>Clerk to complete attendance list with members checking the minutes for accuracy.</p>
6. Wider Issues	Members do not feel safe attending meetings face to face meetings.	Examine technological solutions to facilitate virtual attendance at meetings.	Unless there is a change in the law, members attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes.

	Ensuring, given social distancing, that “sound systems” are available to ensure all meeting attendees can hear what is being said.		Suggest members stand when addressing the meeting so their voices will carry better.  Need to keep meeting “moving” so it does not last longer than necessary.
	Track & trace	Need to take contact details of any members of the public attending.	

The above schedule was adopted at the Council meeting on 19th May 2021 to be reviewed as required.