

Risk assessment for face-to-face meetings

Company name: Seascale Parish Council

Assessment carried out by: Parish Clerk

Date of next review: 04/06/21

Date assessment was carried out: 12/05/21

| What are the risks? | Who or what might be harmed or compromised and how? | What are you 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 |
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| <p>Spread of infection as per HSE, NALC & CALC guidance.</p> | <p>Clerk, Councillor & members of the public attending</p> | <p>Social distancing and unless exempt, masks should be worn, until seated, as per HSE office guidance.</p> | <p>The Hall is setup (U shape) to ensure that a minimum of 1 metre social distancing between each person attending</p> <p>Non fire doors to be left open and windows, where possible, to be opened to allow a flow through of air</p> | <p>The hall is setup by the clerk & councillors</p> | <p>At the time of the meeting</p> | |

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| | | | <p>Hand sanitizers available at entrance and exit point.</p> <p>Register to be placed at entry point and all entrants to sign the register including declaration that they have not had or been into contact with covid-19 in the last 10 days nor are displaying any symptoms.</p> <p>Staggered entry and exit to the hall to allow social distancing to continue.</p> <p>As per CALC & NALC guidance, a maximum of 6 members allowed to attend.</p> | <p>Hand sanitizer to be carried to the meeting by the clerk in the event that this has not be provided by the hall. Clerk to check that paper towels are provided</p> <p>The Clerk will retain the register in a secure location for 10 days as part of the track and trace system after which the information will be destroyed appropriately.</p> | | |
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| | | | Parish Council must be notified in advance of intention to attend at least 24 hours before the meeting. Once maximum reached, no more may attend. | This risk assessment will be put on the website. The attendance limit will also be on the agenda of each public meeting. | 15/05/2021 5 days before the meeting | |
| Ability to take accurate minutes of the meeting | Mitigation against complaints the minutes are inaccurate | Due to social distancing, questions from the public will not be allowed at the meeting. This is to ensure the question submitted is understood. | Questions to be submitted to the clerk at clerkseascalepc@gmail.com at least 3 days before the meeting. | This risk assessment will be put on the website. The process for submitting any questions from the public will also be on the agenda of each public meeting. | 15/05/2021 5 days before the meeting | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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