

INGLEBY ARNCLIFFE PARISH COUNCIL

RISK ASSESSMENT FOR THE RECOMMENCEMENT OF FACE-TO-FACE MEETINGS

The role of the Parish Council is to carry out its duties and obligations under the prevailing law and in doing that, it has an obligation to consider the risks attached in holding meetings and what reasonable steps can be taken to minimise any identified risks.

Guidance from government, public health bodies and health and safety bodies may take precedence over this Risk Assessment where applicable and will influence the controls to be put in place for each meeting.

PC = Parish Clerk

VH = Village Hall

H =High Risk area M =Medium Risk area L =Lower Risk area

Subject	Risk(s) identified	H M L	Management/control of Risk	Review/Assess/Revise
Action has been taken to seek the best option within the Parish for an appropriate venue to allow for social distancing whilst complying with Parish Council procedures	To comply with social distancing of 2 metres and good ventilation and cleanliness	H	Ingleby Cross Village Hall can accommodate 20 individuals. The Parish Council consists of 6 members including the Parish clerk. Allowing for the attendance of both the District and County Councillors, this leaves space for 12 residents. The Parish Council meetings in the recent past have hardly ever reached the figure of 12 residents attending.	The Village Hall committee have provided a Covid risk assessment meeting the requirements for the use of a multi-purpose community building.
Controlling Number of Attendees	More than 20 individuals arrive	M	The PC will circulate with the Agenda, instructions on how residents wishing to attend must pre-notify the Parish Council of their intention to attend. The PC will notify those residents who are successfully in being invited to attend and	The PC will issue a communication inviting attendees and a further one to residents who will be invited or not invited to attend.

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			confirm to those who were unsuccessful in being able to be invited to attend.	PC to manage number of attendees.
Parish Council meetings held in Ingleby Cross Village Hall and/or Annual Parish Meeting:	Transmission of Coronavirus	H	Attendees must not attend if unwell, clinically vulnerable, quarantining, or self-isolating. Attendee numbers restricted to maximum 20 persons. All attendees must confirm their intention to attend by either email or telephone directly to the PC. Most attendees vaccinated at least once.	Review in accordance with current Govt. legal requirements and policies.
Access & Egress into hall including outer, inner doors and pathway	Touch points; door handles, disabled access, walkway bars. Lack of social distancing	H	Encourage attendees to stagger arrival times. Attendees must maintain social distancing when queuing, waiting to enter the building or leaving the building and moving directly into the Village Hall. Attendees to arrive wearing face masks (unless exempt) and please wear them unless speaking. Attendees to be asked to use hand sanitiser on arrival and departure. All attendees must register either by signing in for those aged over 16 without the NHS app (Information name, contact phone number, date of visit, arrival, and departure time – information will be destroyed after 21 days) or by using the QR code for the Village Hall.	The Village Hall will provide: Table with NHS QR code for test & trace. PC to maintain a register for non- NHS QR attendees. Hand sensitiser Tissues A comprehensive cleaning programme complying with Covid prevention requirements. This programme includes all touch points, door handles, light switches, disabled access assists, walkway bars.
Ventilation	Lack of circulating air	H	Main entrance door and fire-door to remain open whilst meeting is in progress	

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Movement within the Village Hall	Risk of contact	M	Access & egress via same route. Stagger arrival & leaving Wear face mask seated.	Attendees will be informed. PC to monitor adherence.
Seating	Risk of contact and risk of contact from unclean surfaces	M	All chairs, tables and surfaces will be cleaned before the meeting. Chairs will be placed at least 2 metres apart. No tables or chairs to be moved during or after the meeting concludes.	Village Hall risk assessment states their procedures.
Paperless meeting	No papers to be provided by any attendee to any other attendee at the meeting	M	All documents will be pre-circulated, printed off by the Attendee if they wish to refer to them. All papers must be taken away with them at the end of the meeting. Minutes will be signed outside of the meeting later by the Chairman Any writing materials not to be shared.	PC to monitor adherence.
Toilets	Touch points; handles, taps, dispensers	H	VH to prior clean toilets & after meeting. Toilets available for use. Signage reminding users to wash hands.	PC to monitor adherence
Kitchen	All touch points	H	No admittance to kitchen at any time	As instructed by Village Hall
Safety	Consider the risks that Parish Councillors may be exposed to and mitigate if possible	H	Any Parish councillor or clerk who may be more at risk can choose not to attend the meeting. Arrangements will be made either by telephone or Zoom to join the meeting if they wish.	Wi- fi is available for use to allow those unable to attend to view via Zoom.

This risk assessment was approved on the 26th of May 2021 and recorded in the minutes as **21/107**

This risk assessment to remain in force until 21st June. If Government advice changes the risk assessment will be reviewed.