

## DATCHET PARISH COUNCIL - RISK ASSESSMENT FOR RESUMING FACE-TO-FACE MEETINGS

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1. Room Set up and Dismantling	Transmission from setting out the chairs and tables to hold the meeting and other facilities – kitchen, foyer, toilets, and doors.	<p>Sanitise chairs and tables 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 (kitchen, foyer, toilets).</p>	<p>The hall to be fully sanitised after use by caretaker / cleaner, including the chairs, tables, floors, light switches, door plates, toilets, includes: toilet / chain, sink and taps, door handles and floor.</p> <p>Only one cubicle in each toilet is in use to reduce cleaning needed.</p> <p>Chairs and tables for councillors to be set out in exam style to avoid people facing each other. Front tables for Chairman, Vice Chairman and Clerk to be set back, allowing these to facing the rest of the meeting.</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>	
3. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	Everybody to enter the meeting and leave in an orderly socially distanced way. A one-way system will be in operation with the exit through the fire doors at the rear of the hall.	<p>Ask everybody to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets. Will need to mark out 2m distances</p> <p>The chairs to be arranged in the Main Hall so as to allow the public to address the meeting without walking past</p>

		<p>Masks must be worn at all times in the building and can only be removed once seated for the meeting. Anyone who gets up to use the facilities must put their mask back on.</p> <p>Hands to be sanitised on arrival.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks and how to exit</p> <p>Provision of sanitiser at entrance to meeting. Spare masks to be made available for anyone who has forgotten theirs</p> <p>Foyer to be used to accommodate the public should there be no room available in the Hall.</p>	<p>everyone. Chair, Vice-Chair and Clerk facing councillors at front and the public to sit at the back nearest the patio doors which could be opened to allow air flow and a second exit route. They could be asked to stand when they address the Council to help with the acoustics.</p> <p>Everyone to exit the main hall by the fire door at the rear of the hall – following the signs.</p>
4. Meeting Environment	Transmission through air and touch.	<p>Socially distanced seating arrangement as marked out on the floor.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p>	<p>Normal Hall Capacity without social distancing is 200 people Maximum and seated capacity is 150 people Maximum.</p> <p>With social distancing, assuming the Hall Area,124 m2, is divided by 4 to give 2m distance the Maximum capacity is 31 and the seated capacity, allowing for doors and fire exits is Maximum 27, and if councillors are seated at tables, it is a <b>Maximum of 23. See attached layout plan.</b> If more than 8 members of the public attend then seats will be on a first come first served basis and anyone extra will</p>

			have to sit in the Foyer which has a speaker feed to the main hall.
5. Conduct of Meeting	Transfer though touch and air	Members and public to remain socially distanced at all times.  Masks to be worn at all times in the building except when seated.  Shouting to be avoided.  <b>The circulation of paper documents to be suspended. Please print and bring you own copies</b>	<i>Public to address meeting on “threshold” of main meeting, or by the door of the Main Hall room if foyer used to accommodate the public, depending on which arrangements are agreed.</i>  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.
6. Wider Issues	Members do not feel safe attending meetings face to face meetings.  Ensuring, given social distancing, that “sound systems” are available to ensure all meeting attendees can hear what is being said.	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.  Need to keep meeting “moving” so it does not last longer than necessary  Need to examine what technical solutions are available?
	Track & trace	Need to take contact details of any members of the public attending.	

The above schedule to commence at the Council meeting on 21 June 2021 and to be reviewed at each following meetings in line with government guidance.

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