



## WEST HOATHLY PARISH COUNCIL

*representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly*

The Parish Office North Lane West Hoathly West Sussex RH19 4QG

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### Risk Assessment for resuming face-to-face meetings- June 2021

<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 – kitchen, office, toilets, doors, committee room	Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.  Sanitisation provided for users of ancillary areas (toilets, kitchen, office).	The hall to be sanitised after use, including the chairs, tables, light switches, and door plates.  Only one toilet is in use during PC meeting evenings to reduce cleaning needed.  Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other.  Members to sanitise their own tables and chairs after use.
2. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	Attendees, wherever possible, travel to and from meetings separately.  Where this is not possible members to follow the guidelines for using shared transport (e.g., bus, taxi, car sharing).	

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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>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.</p> <p>The chairs could be arranged in the Main Hall so as to allow the public to address the meeting without walking past everyone, maybe in a horseshoe facing the door</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 though the meeting room.</p>	<p>Capacity without social distancing is 90</p> <p>With social distancing, assuming 50% of capacity (ACRE advice), the main hall may be able to accommodate 45.</p>
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<p>5. Conduct of Meeting</p>	<p>Transfer though touch and air</p>	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when seated/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>
<p>6. Wider Issues</p>	<p>Members do not feel safe attending meetings face to face meetings.</p>	<p>Examine technological solutions to facilitate virtual attendance at meetings.</p>	<p>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.</p> <p>Need to keep meeting “moving” so it does not last longer than necessary.</p>
	<p>Track &amp; trace</p>	<p>Need to take contact details of any members of the public attending.</p>	<p>Members of the public to scan track and trace QR code on arrival</p>