



RISK ASSESSMENT: COUNCIL MEETINGS Returning to face to face meetings post 7 May 2021		RISK ASSESSOR/S: Kevin Toogood (Head of Legal & Democratic Services) supported by Sally Rollings (Health and Safety Officer)
DEPT: Democratic Services REF:	SEVERITY (S) X (L) LIKELIHOOD = (RR) RISK RATING	RISK ASSESSMENT DATE: RISK REVIEW DATE: April 2021 Ongoing

Description of Area/Activity/Process:

Conduct of all Council meetings post 7 May 2021 due to expiry of legal power to hold virtual meetings. It is expected that social distancing restrictions will remain until at least 21 June 2021.

<u>Hazard / Activity / Risk</u>	Person(s) at Risk	Severity	Likelihood	Risk Grading	<u>Existing Control Measures in place</u>	<u>Additional Control Measures / Action Required</u>	Risk Grading After Actions Completed	Person Responsible	Date completed
1. Managing Social Distancing - Members	Elected Members / staff/ public	5	2	10	None – meetings have been held virtually since March 2020	<ul style="list-style-type: none"> • Reduced number of attendees at meetings to allow for 2m social distancing (21 Members/ 3 member of staff/ 10 members of public/ 2 press in Council Chamber). Seating plan produced (attached). • Until all social distancing requirements are lifted, all meetings to be held in the Council Chamber at the Gibson Building • Allow non-Committee/ Board Members, staff, press and public to join meeting remotely. • No meetings to be held in the Committee Room • One-way entry and exit system for council chamber • Roll call of attendance to continue to remove the need to circulate/share an 	5	Allison Parris	01.04.2021

						attendance list and pens.			
2. Managing Social Distancing – staff	Staff engaging with Elected Members / public at meetings	5	2	10	None – meetings have been held virtually since March 2020.	<ul style="list-style-type: none"> Minimum number of staff in attendance at meetings. Allow for remote attendance. 	5	Allison Parris	01.04.2021
3. Managing Social Distancing – press and public	Press/ public attending meetings	5	2	10	None – meetings have been held virtually since March 2020. Press and public have either been able to attend MS Teams meeting (if exercising a right to speak) or watch meeting via YouTube.	<ul style="list-style-type: none"> Meetings to be streamed via YouTube to minimise need for press and public to attend Press and public to be able to attend meeting remotely if preferred. Press and public wishing to attend at Gibson Building can view proceedings via video link in Committee Room (max capacity 10). Prior notification/ “first come- first served” process for entry to committee room. Public speakers for planning committees to be “held” in separate area and escorted into meeting for their allocated time. Limit on number of public speakers at planning committee (due to capacity of committee room) Public speakers to remain standing to address the Committee 	5	Allison Parris	01.04.2021

						<ul style="list-style-type: none"> to avoid having to clean or change seats between speakers. Additional resource (caretaker) to escort public into speaking area and to crowd control measures. 			
4. Ventilation	Elected Members / staff/ press & public	5	2	10		<ul style="list-style-type: none"> Doors and windows to remain open throughout all meetings to ensure circulation of fresh air. Attendees to be reminded of this and advised to dress appropriately. 	5	Allison Parris	01.04.2021
5. Personal Protective equipment (PPE)	Elected Members / staff/ press & public	5	2	10		<ul style="list-style-type: none"> Members/ staff/ press and public to wear face covering when not speaking at meetings Members/ staff/ press and public to use from pool / or issued Hand gel, face masks Hand sanitiser to be placed at entrance and in the Council Chamber and Committee Room. 	5	Allison Parris	01.04.2021
6. Managing exposure to transmission	Elected Members / staff/ press & public	5	2	10		<ul style="list-style-type: none"> Agendas to be reviewed by Chairman & Vice-Chairman No information reports until social distancing restrictions lifted Duration of meeting to be monitored to limit exposure. If necessary items to be deferred to future meeting 	5	Allison Parris	01.04.2021

					<ul style="list-style-type: none"> • Reduce number of meetings per week to reduce/limit exposure for Officers/Members attending. 			
7. Test and Trace	Elected members /staff/press and public			QR codes at all entry points to Gibson Building	<ul style="list-style-type: none"> • Additional QR codes at entrance to council chamber • Notices (website, agendas etc) to all attendees that they must have the Test and Trace app and scan the QR code if they wish to gain access to the meeting • Attendees are to be reminded that they should not come along if they have any covid symptoms • Attendees encouraged that where possible lateral flow tests at home can be conducted • Toilet facilities at Gibson Building - one person at a time. To be regularly checked by caretakers for adequate paper towels and soap • Car parking– Attendees to be encouraged to leave a parking space free between each other and space out. • Drinks – Attendees to be advised that they should bring their own water or other refreshments. 			