

**Priddy Parish Council**  
**Risk Assessment for Public Meeting 21/7/21**

**Event description**

Parish Council Meeting: - It is a requirement that Parish council meetings are held with access to the public, but it is also the responsibility of the Parish council to minimise risk to members of the public attending the meeting. Parish Council meetings are held in the Village Hall. Councillors are seated at one end of the hall socially distanced from each other. Members of the public can arrive at any time before and during the meeting and sit in provided chairs facing the councillors. Meetings usually last around two hours. The public only observe the meeting except during the “public forum” when they can be invited to speak.

Area	Risk	Mitigation Action	Confirm acceptable risk
Legal	Event must follow legal requirements. England is currently at Step 3 of the Government's Spring roadmap. Indoor live performance permitted with audience limitations (1,000 people or 50% of venue capacity, whichever is lower). It is likely England will be at Step 4	<ul style="list-style-type: none"> <li>● A capacity limit for the event will be set below 50% of capacity.</li> <li>● All staff, performers and audience will be asked to provide track and trace information</li> </ul>	√
Numbers	More people arrive than capacity	<ul style="list-style-type: none"> <li>● Access is controlled by volunteer stewards. If capacity is reached members of the public will be asked to wait outside.</li> </ul>	√
Risk of infection Councillors and staff/stewards	There are seven councillors, a parish clerk and at least two stewards	<ul style="list-style-type: none"> <li>● All are briefed as to the protocols and asked to take a rapid flow covid test on the day of the event and stay away if they fail or show symptoms</li> <li>● Stewards will wear masks when moving around the hall or dealing with the public.</li> <li>● All will enter and leave the building at different times to the audience</li> <li>● Bottles of sanitising hand gel will be available at all workstations</li> </ul>	√
Risk of infection Public	An audience of up to 40 people some from different households may be	<ul style="list-style-type: none"> <li>● All are briefed as to the protocols and asked stay away if they fail or show symptoms</li> </ul>	√

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	attending the event so risk of cross contamination between households	<ul style="list-style-type: none"> <li>● Public will be asked to wear masks when moving in the hall (arriving, leaving or visiting toilets)</li> <li>● They will be seated at tables with a maximum of six people. Tables will be apart by 2m</li> <li>● All seats will face forwards</li> <li>● Bottles of hand sanitising gel will be available on all tables</li> <li>● Six copies of the agenda will be placed on each table</li> <li>● Windows will be kept open during the event</li> <li>● There is not expected to be flow of public in and out of the hall during the event so no need for a one way system. The public will be asked to leave by the rear fire door and to observe social distancing whilst queuing to leave. Stewards will remind them of this as they leave.</li> <li>● Extra masks will be provided in case people forget to bring their own</li> </ul>	
Hygiene	Surfaces carrying contamination	<ul style="list-style-type: none"> <li>● All tables and other surfaces (toilets, etc) will be wiped down before the meeting</li> <li>● All tables and other surfaces (toilets, etc) will be wiped down after the meeting</li> </ul>	√

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