

Priddy Parish Council
Risk Assessment for Public Meetings after 21/8/21

Event description

Parish Council Meetings: - 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 not enforcing legal requirements for Covid safety. However it is possible that new restrictions could be introduced at short notice.	<ul style="list-style-type: none"> ● The legal requirements will be checked before each meeting. ● A capacity limit for the event will be set at a level appropriate to the risk at the time of the meeting. ● All staff, councillors and audience will be asked to provide track and trace information. 	√
Numbers	More people arrive than capacity	<ul style="list-style-type: none"> ● Capacity for the meeting will be stated on the agenda circulated in advance. ● If a meeting is expected to be controversial or attracts a lot of public interest access will be controlled by volunteer stewards. If capacity is reached members of the public will be asked to wait outside. ● Even if it is not felt a meeting will be attended by a lot of public at least one volunteer steward will be identified for each meeting to be on standby in case they are unexpectedly needed. 	√
Risk of infection Councillors and staff/stewards	There are seven councillors, a parish clerk and can be up to two stewards	<ul style="list-style-type: none"> ● 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 ● Stewards will wear masks when moving around the hall or dealing with the public. ● All will enter and leave the building at different times to the audience 	√

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		<ul style="list-style-type: none"> ● Bottles of sanitising hand gel will be available at all workstations ● Because this group have taken lateral flow tests they do not need to wear masks during set up and take down of the chairs and tables when the public are not present. 	
Risk of infection Public	An audience of up to the agreed capacity of people some from different households may be attending the event so risk of cross contamination between households	<ul style="list-style-type: none"> ● Protocols are published on the council website and this is referenced on the agenda. the public are asked to stay away if they show symptoms ● Public will be asked to wear masks when moving in the hall (arriving, leaving or visiting toilets) ● They will be seated at tables with a maximum of six people. Tables will be apart by 2m ● All seats will face forwards and must not be moved during the meeting. ● Bottles of hand sanitising gel will be available on all tables ● In all correspondence about meetings, and on the agenda the public are asked to bring their own copy of the agenda and or minutes to the meeting. ● One spare copy of the agenda will be placed on each table (more if the meeting is expected to be well attended) ● Windows will be kept open during the event ● 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. ● Extra masks will be provided in case people forget to bring their own 	√
Hygiene	Surfaces carrying contamination	<ul style="list-style-type: none"> ● All tables and other surfaces (toilets, etc) will be wiped down before the meeting 	√

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