


THAKEHAM PARISH COUNCIL RISK ASSESSMENT 2021

Public Meetings

RISK ASSESSMENT REVIEWS					
Assessment date	Review date	Review date	Review date	Review date	Review date
5/6/2021	21/6/2021	15/7/2021	15/8/2021		
Date Completed	8/6/2021				
SITE LOCATION	ASSESSMENT Author, name / position	Assessment Author signature			
Public meeting places	Owen Richards, Clerk				
OVERALL TASK RISK RATING	LINE MANAGER NAME	LINE MANAGER AUTHORISATAION			
Medium	Caroline Instance, Chair	14 June 2021			

RISK LEVEL GUIDE

		Likelihood of occurrence		
		High	Medium	Low
Likely Severity	High	H	H	M
	Medium	H	M	M
	Low	M	M	L

Severity

High - Very serious or worse

Medium - Serious

Low - Minor

Likelihood of occurrence

High - Very likely - it can be expected

Medium - Probable - it could happen

Low - Not likely - It would be unusual if it happened

Activities with a high risk are not acceptable

Subject	Risks Identified	Control Measures <i>What precautions are being /will be taken?</i>	Risk Level			Further action required <i>Identify by whom and when</i>
			Severity of risk	Likelihood of risk	Risk rating	
Re-opening of venue for in-person TPC meetings		Consider: • legal requirements • good practice • Codes of Practice • generic RAs • own judgement				Identify any additional actions required to make the risk acceptable
Entering and leaving the building. Close proximity to other members, staff and members of the public.	Infection between attendees. Surfaces (including refreshment equipment) infected by people carrying the virus. Rubbish containing tissues and cleaning cloths.	<ul style="list-style-type: none"> • Everyone to enter and leave the building following current government social distancing guidelines. • Hands to be sanitised on arrival. • Scan or sign in for Track and Trace. • Advise masks to be worn on entering and leaving the building. • Furniture and seating will be set up in a socially distanced way. All tables + chairs etc wiped before and after meeting. • Where possible windows and doors to be left open to facilitate the free flow of air, and a one-way system of ingress/egress will be in place and signposted. • Papers will not be circulated at a meeting. • Any personal papers brought to the meeting must not be shared and must be taken home at the end of the meeting. • Everyone to remain socially distanced throughout the meeting. • Members of the public will be encouraged to wear masks throughout the meeting, unless speaking. • Councillors may remove masks at their own discretion during the meeting. • Officer/s to ensure number of people (Cllrs + Officers + public) in room to not exceed COVID maximum capacity. • Covid rules (of the meeting) for potential attendees clearly set out in agenda. • Public asked to notify parish office of attendance, to help control numbers attending. • Litter bins if present to be emptied before and after meetings. • No refreshments to be provided. Attendees to bring own water bottles etc. 	Medium	Low	Medium	Continue with regular inspections

Potential for the transmission of COVID 19	The spread of the virus	<ul style="list-style-type: none"> • Anyone showing any sign of COVID symptoms MUST NOT attend the meeting. • Any Councillor feeling unsafe attending a face-to-face meeting should not be obliged to do so but must submit apologies in the usual way. • Attendees should consider travelling to and from the meeting on their own. If transport is shared the current government guidelines are to be followed. • Members of the public will be asked to 'sign in' providing contact details for track and trace purposes. 	Medium	Low	Medium	
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ACTION PLAN

ACTION	ALLOCATED TO	SCHEDULED FOR	COMMENTS
Agenda published with appropriate instructions.	CLERK	15/6/2021	
Purchase sanitisers and anti-bac sprays	VILLAGE HALL MGR	DONE	
Instructions to be posted at entrance	CLERK	21/6/2021	
Chairman to reiterate Covid compliant instructions at the commencement of the meeting	CHAIRMAN	21/6/2021	

LAYOUT OF MEETING ROOM (CHESSWOOD ROOM, THAKEHAM VILLAGE HALL) OVERLEAF

