

COOKHAM PARISH COUNCIL - RISK ASSESSMENT FOR RESUMING FACE-TO-FACE MEETINGS

Risk	Description of Risk	Mitigation Measures	Comments/Questions
1.Room Set up and Dismantling	Transmission from setting out the chairs and tables to hold the meeting and other facilities – kitchen, foyer, toilets, and doors.	<p>Sanitise chairs and tables before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Ensure hand sanitiser is available at the entrance to the Community Room.</p> <p>Tables may not be set out if meeting to be brief.</p>	<p>Library services are responsible for cleaning the Community room and other public areas such as hallways and toilets.</p> <p>Toilets have been closed for use by the general public use.</p> <p>Chairs (and tables when used) for councillors to be set out in exam style to avoid people facing each other. Front tables for Chairman and Clerk to be set back, allowing these to face the rest of the meeting.</p> <p>Area for members of the public will be setup at the back of the meeting, with pre arranged chairs to the maximum capacity allowed in the Room.</p> <p>The Clerk to set up and dismantle room.</p>
2. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	<p>Attendees, wherever possible, travel to and from meetings separately.</p> <p>Where this is not possible members to follow the guidelines for using shared transport (eg bus, taxi, car sharing).</p>	This is the responsibility of the Attendee.

<p>3. Entering and leaving meeting</p>	<p>Close proximity to other members and the public entering and leaving the meeting and contact with doors.</p>	<p>Everybody to enter the meeting and leave in an orderly socially distanced way.</p> <p>Masks must be worn at all times in the building and can only be removed once seated for the meeting. Anyone who gets up to use the facilities must put their mask back on.</p> <p>Hands to be sanitised on arrival.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p> <p>Track & Trace: Need to take contact details of any members of the public attending.</p> <p>Everyone asked to take their seat promptly.</p> <p>Everybody to exit the meeting promptly and leave in an orderly socially distanced manner.</p>	<p>Ask everybody to form an orderly queue and to be admitted in the order they arrive at the venue.</p> <p>The chairs to be arranged in the Community Room so as to allow the public to address the meeting.</p> <p>Chairman and Clerk to face councillors at front and the public to sit at the back. Both the main door and the fire door will be open for ventilation, as will all windows. Attendees will be asked to stand when they address the Council to help with the acoustics.</p> <p>Provision of sanitiser at entrance to meeting.</p> <p>Exit is via the main entrance.</p> <p>Library Services QR code on the wall in the community room. Physical sign in sheet also available for those without the necessary technology. Attendees to be asked to use own pen.</p>
--	---	--	--

4. Meeting Environment	Transmission through air and touch.	<p>Socially distanced seating pre arranged. Attendees asked not to adjust the seating.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p>	<p>Normal room capacity without social distancing is 186 people maximum and seated capacity is 84 people maximum.</p> <p>HSE – Fire RA in non Covid times (Information provided by RBWM Library Services): 0.5sqm/pp standing, 1.1sqm/pp seated, 1.5sqm/pp at tables.</p> <p>With social distancing, assuming the Community Room Area 93 m2, is divided by 4 to give 2m distance, the maximum capacity is 23.</p> <p>Maximum Parish Council representatives at meetings = 16. CPC Councillors = 15 plus 1 x Clerk</p> <p>If more than 6 members of the public attend then seats will be on a first come first served basis.</p>
5. Conduct of Meeting	Transfer though touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Masks to be worn at all times in the building except when seated.</p> <p>Shouting to be avoided.</p> <p>Meetings to be kept as short as possible.</p>	<p>Public to stand if asking questions to aid sound quality.</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>To reduce the time in the Community Room. Request that attendees submit questions in advance.</p>
6. Wider Issues	Members do not feel safe attending meetings face to face meetings.	Examine technological solutions to facilitate virtual attendance at meetings.	<p>Need to examine what technical solutions are available?</p> <p>Currently there are no system in place for remote access to the meeting.</p>

The above schedule to commence at the Council meeting on 22nd June 2021 and to be reviewed at each following meetings in line with government guidance. RA

FtoF.meetings.June2021