

Darley and Menwith Parish Council
Face to face Parish Council meetings from May 2021
Risk Assessment - Updated 18 May 2021

This risk assessment is to consider, document and mitigate the risks associated with holding in-person meetings after 6 May 2021. This risk assessment takes each of the Key Principles as set out in the relevant guidance and assesses whether or not practical arrangements can be put in place to allow a safe face to face meeting. Requirements of Hookstone Memorial Hall are also incorporated for completeness.

Key Principle	Guidance / Hire agreement requirements	Assessment	Conclusion
Action has been taken to seek the best option for an appropriate venue to allow social distancing and comply with normal Council requirements	To comply with social distancing of 2 meters and good ventilation / cleanliness.	Hookstone Memorial Hall is large enough to accommodate the seven Parish Councillors, County Councillor, Borough Councillor and Clerk with enough space for members of the public if they also wish to do so. The meeting room at Darley Memorial Hall was not of sufficient size and the main hall at Darley Memorial Hall was unavailable at the required times.	The village hall will comply with government guidelines for social distancing and allow for public attendance.
General Maintenance Issues following Lockdown	Ensure that the relevant premises has been cleaned before the meeting takes place.	All chairs and tables and surfaces will be cleaned before the meeting. Windows and the two exterior doors will be open to allow good ventilation during the meeting.	The venue will provide a safe and appropriate place for the Parish Council to meet.
Social Distancing / Face Coverings	Put in place measures to support social distancing – 2m or "1m plus" risk mitigations.	Chairs will be placed 2 mtrs apart and those attending will enter the hall through the front exterior door, one at a time, and exit through the rear exterior doors. Doors will be marked "Entrance" and "Exit". Face coverings should be worn when not seated.	Social distancing will be able to be maintained throughout the meeting. The wearing of face-coverings will not be required if there is a reasonable excuse not to.
Track and trace	Put in place measures to allow contact after the meeting with those attending if necessary.	Collect contact details from those attending for the sole purpose of contact after the meeting if necessary (i.e. Track and Trace type contact).	Those attending the meeting can be contacted if necessary.
Cleaning and Hygiene	Put in place cleaning / sanitiser protocols.	Hand sanitiser will be provided for those attending the meeting at entry and exit points.	Provision will be made for hand cleaning at entry and exit points.
Meeting duration	Minimise the risks to those attending by keeping the meeting as short as possible.	There will be a focus on the essential items of Council business for the first few in-person meetings and then a re-assessment after June 2021.	Meetings should achieve the Council's statutory function without unnecessarily putting meeting attendees at risk.

Paperless meeting	No papers to be provided by the Clerk at the meeting.	All documents will be pre circulated electronically and must be printed off by the individual if they wish to refer to them. All papers must be taken away with them at the end of the meeting.	There will be no / minimal handling of papers or other materials by more than one person.
Keeping Councillors and staff safe	Consider the risks Councillors and staff may be exposed to and how these can be mitigated.	Any Councillors who may feel that they are more at risk can choose not to attend the meeting. Members of the public who choose not to attend but wish to speak can send a statement to the Clerk to read out on their behalf.	The Council should approve the absence of Councillors who choose not to attend whilst restrictions apply. Members of the public who wish to raise points can do so via the Clerk.
Parking and emergency vehicle access	Access for emergency vehicles should be possible at all times.	The entrance ways to the car park should be kept clear, as should an emergency vehicle's width at the rear of the building. Both building entrances and exits should be open and unobstructed throughout the meeting.	Clear access should remain possible for emergency vehicles.
Emergency exits	Those attending the meeting should be aware of the escape routes from the building.	Exit routes and the assembly point in the case of emergency shall be highlighted to those attending the meeting at the start of the meeting. The Clerk shall familiarise himself with all emergency actions required.	Those attending the meeting will be safe in the event of an emergency requiring evacuation of the building.
Electronic equipment brought to the hall	Equipment should be PAT tested regularly.	The equipment to be brought to the hall (projector, laptop and extension cable) have all been assessed during May 2021. To be reinspected annually each May.	Equipment used by the Council during the meeting should not be hazardous to those attending.

Based on the above risk assessment and risk management actions carried out as outlined it will be safe and appropriate to meet.
This risk assessment should be reviewed monthly to take into account any changes in guidance and/or restrictions.

Martin Pearson
Parish Clerk
May-21