

# Risk Assessment for The Full Council Meeting Face to Face – Downham Market Town Council

**Town Council Office**      **Date: 25/06/2021**

**Subject: Full Council Meeting**

What are the hazards?	Who might be harmed?	Control Measures i.e. what are we already doing? Actions to be taken to minimize each Risk	Current Risk Factor (high, medium or low)?	Further Control measures required? To be done by (date) and (whom responsible)	Completed Date?
Exposure and close contact with other individuals	Staff/ Councillors	Councillors will be instructed to arrive just before meeting commences to maintain social distance and to follow the protocols set up by Town Council Staff. No sharing of papers or pens.	Low	Use separate entry and exit points to building, maintain social distancing and to wear mask on entry and until seated.	25.6.21 Ongoing and kept under review.
On arrival at the JCC	Public Staff Councillors	As above, additionally there will be an area set aside for the Public to listen to the meeting via and audio feed. Councillors will be met and directed by staff. Hand sanitiser will be available.	Low	Maintain social distancing and wearing of masks. The meeting will be broadcast via YouTube to reduce physical attendance.	As above
Room Layout	Public Staff Councillors	Room layout will allow for social distancing, screens will be provided where required. Staff will set the room up before arrival of Councillors. Doors and windows open to provide airflow.	Low	As above	As above
Toilets	Staff Councillors	Toilets are available inside of the building; however, all are discouraged from using them. Toilets will not be available to members of the public.	Low	Masks are to be worn when moving around the interior of the building.	As above

Fire	All	In the event of a fire, all building occupants should leave the building via the nearest safe route. Staff will close fire doors if safe to do so once building evacuated.	Low	Assemble and the designated assembly point and confirm all persons have vacated building.	As above
Cleaning after sessions	DMTC	Caretaker will undertake deep cleaning at the end of every meeting.	Low	Maintenance team will check the cleaning is carried out.	As above
Meeting indoors	Staff Councillors	Procedures and guidelines will be in place to make meeting indoors as safe as possible, however consideration will be giving to holding meetings outdoors if the weather/ conditions allow.	Low	Staff will decide if the meeting is to be held inside or out and will set up the meeting in a safe way that follows current guidelines.	As above

**Name of person completing Risk Assessment (printed): Graham Spark – Assistant to the Town Clerk**

**25.6.21**