



# BITTON PARISH COUNCIL

[www.bittonparishcouncil.gov.uk](http://www.bittonparishcouncil.gov.uk)

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## RISK ASSESSMENT FOR PHYSICAL MEETINGS – MAY 2022

### 1. RISKS TO HEALTH

AREA	HAZARD	RISK	PEOPLE EXPOSED	CONTROLS Actions TO BE taken to control risk
PUBLIC MEETINGS	Transmission of Covid19 virus in a confined space by use of the Community Building Main Hall for the use of Meetings	HIGH	Parish Councillors Parish Clerk Members of the public	<u>Manage transmissions risk.</u>  The Hall will be laid out with single chairs 2 metres apart. This will allow for 16 Chairs to include the Chair's table. The room will be ventilated beforehand.  If members of the public arrive and the hall exceeds 16 people, they will be asked to remain outside until the public participation section of the meeting. Some Councillors will be asked to step out of the hall whilst the members of the public take part in the Public Participation section of the meeting. Once this has been discussed, they will be asked to leave.  Table and Chairs to be cleaned after each use.

## 2.RISKS TO THE PROPER FUNCTIONING OF THE PARISH COUNCIL

AREA	HAZARD	RISK	PEOPLE EXPOSED	CONTROLS Actions TO BE taken to control risk
PUBLIC MEETINGS	Non-attendance of Councillors and Clerk at meetings – Due to ill health or concerns over safety of public meetings Quorum of Council is 3	HIGH	Parish Councillors Parish Clerk	Identify potential Risks to all Councillors and Parish Clerk and mitigate  Chair to determine if the meeting should continue.
DECISION MAKING IF PUBLIC MEETINGS POSTPONED	Inability to make decisions safely	HIGH	Parish Councillors Parish Clerk	Unable to make Council decision online due to current government legislation.  That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the Community and to ensure Council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the Council'
COMMUNICATIONS	Inability to keep in touch with fellow Councillors, Parish Clerk,	HIGH		The Clerk will continue to post details of the meetings on the website and will place posters in Noticeboards advising the public of the meeting status.