Bradford Trident Community 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 to hold the meeting and other facilities – kitchen, office, toilets, doors, small hall (if used for the public).	Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage. Sanitisation provided for users of ancillary areas (toilets, kitchen, office).	The hall to be fully sanitised after use, including the chairs, tables, floors, light switches, door plates, toilets, includes: toilet / chain, sink and taps, door handles and floor. Only one toilet is in use during the Community Council meeting evenings to reduce cleaning needed. Tables are not provided. Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other. Members to sanitise their own chairs. Designated Members to undertake the sanitisation in the areas listed above.
2. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	Attendees, wherever possible, travel to and from meetings separately. Where this is not possible members to follow the guidelines for using shared transport (eg bus, taxi, car sharing).	

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3. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	Members to enter the meeting and leave in an orderly socially distanced way. Hands to be sanitised on arrival. Controlled, socially distanced, one by one, entry by other attendees.	Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to what happens at supermarkets. Will need to mark out 2m distances *Need to establish the arrangements for the public, either in the small hall or at a distance in the main hall.* The chairs could be arranged in the Main Hall so as to allow the public to address the meeting without walking past everyone, maybe in a horseshoe facing the door. Chair/VC and Clerk facing councillors to one side, and the

		Notices to be erected on entry to meeting regarding social distancing and the wearing of masks. Provision of sanitiser at entrance to meeting. Use Small Hall to accommodate the public?	public to sit on the side nearest the door. They could stand when they address the Council to help with the acoustics. PPE to be available.
4. Meeting Environment	Transmission through air and touch.	Socially distanced seating arrangement. Windows and doors to be left open to facilitate the free flow of air though the meeting room.	Capacity without social distancing is 40 with tables and chairs and without tables and people seated the capacity is 70. With social distancing, assuming 50% of capacity (ACRE advice), the main hall may be able to accommodate 35. Need plan of chair set up Need to mark up the floor showing where the chairs go (*With the permission of Bradford Trident)*
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5. Conduct of Meeting	Transfer though touch and air	Members and public to remain socially distanced at all times. Wearing of masks except when speaking. Shouting to be avoided. The circulation of paper documents to be suspended.	*Members of Public to address meeting on from a designated area of the of the Hall used to accommodate the public, or by the door of the Main Hall, depending on which arrangements are agreed.* 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. Clerk to complete attendance list with members checking the minutes for accuracy.

6. Wider Issues	Members do not feel safe attending meetings face to face meetings. Ensuring, given social distancing, that "sound systems" are available to ensure all meeting attendees can hear what is being said.	Examine technological solutions to facilitate virtual attendance at meetings.	Unless there is a change in the law, members attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes. Suggest members stand when addressing the meeting so their voices will carry better. Need to keep meeting "moving" so it does not last longer than necessary – YLCA advice. Need to examine what technical solutions are available?
	Track & trace	Need to take contact details of any members of the public attending.	

The above schedule was adopted at the Council meeting on 26th May 2021 to be reviewed at the next meeting on 23rd June 2021.