

NETHER WALLOP PARISH COUNCIL RISK ASSESSMENT	NWPC Meetings – Coronavirus additions.	Version:	1	Adopted Date:	12-Jul-21	Review Date:	Jun 22
		Date:	Jul 21	Minute no.:	5712		

The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) **Hazard Severity x Likelihood of Occurrence = RISK.**

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals , or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results. However it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

Likelihood (ODDS)	Potential Severity (IMPACT)					1-5	Low Risk	Tolerable	Little or no action required
	1	2	3	4	5				
	2	4	6	8	10	6-9	Medium Risk	Unacceptable	Some action required and monitor during event.
	3	6	9	12	15				
	4	8	12	16	20				
	5	10	15	20	25	10-25	High Risk	Unacceptable	Urgent action required. Stop process. Compensatory measures / new procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed from the risk whilst it is assessed.)

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom
Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – kitchen, toilets and doors	Councillors and the members of the public	<p>All attendees to use hand sanitiser on entry to the building.</p> <p>Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.</p> <p>Sanitisation provided for users of ancillary areas (toilets, kitchen)</p>	4	2	8	<p>Cleaning of fixture/fittings that have been or are likely to have been touched.(Including, but not limited to, chairs, tables, light switches, door plates, toilets, sink and taps, door handles.)</p> <p>Only one toilet is in use during PC meeting evenings to reduce cleaning needed.</p> <p>Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other.</p> <p>Members to sanitise their own chairs with Anti-bacterial spray after stacking away.</p> <p>Designated Members to undertake the sanitisation in the areas listed above whilst carrying out distancing.</p>	<p>Every meeting.</p> <p>Clerk to be responsible for checking this is carried out.</p>
Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	Councillors and the members of the 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 (e.g. bus, taxi, car sharing).</p>	4	2	8	<p>Clerk to ensure advertisements for the meeting highlight the requirement on each person attending.</p>	Every meeting

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom
Entering and leaving the meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	Councillors and the members of the public	<p>Members to enter the meeting through the wide side door / fire exit in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival. Controlled, socially distanced, one by one, entry by other attendees.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser at entrance to meeting.</p>	4	2	8	<p>Ask members to form an orderly queue and to be admitted in the order they arrive at the Hall, similar to current supermarket procedures. Will need to mark out 2m distances.</p> <p>The chairs for the public will be arranged in advance to avoid extra contact and attendees having to walk past those already present.</p> <p>Chair/VC and Clerk facing councillors to one side, and the public to sit on the side nearest the door. They could stand when they address the Council to help with the acoustics.</p> <p>Provision of sanitiser gel.</p>	A Councillor to oversee this at every meeting.
Meeting Environment	Transmission through air and touch.	Councillors and the members of the public	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be left open to facilitate the free flow of air though the meeting room.</p>	4	2	8	<p>The hall is 76 m². When divided by 4, this allows for 19 people in the hall. With 7 Parish Councillors and 2 TVBC/HCC Councillors, this permits 9 members of the public to be present.</p>	
Conduct of Meeting	Transfer through touch and air	Councillors and the members of the public	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	4	2	8	<p>Public to address meeting from their seated position.</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>Clerk to complete attendance list with members checking the minutes for accuracy.</p>	

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Wider Issues	Members do not feel safe attending meetings face to face meetings.	Councillors and the members of the public	Examine technological solutions to facilitate virtual attendance at meetings.	4	2	8	All councillors to sanitise their keyboards and hands prior to the start of the meeting in order that a microphone can be safely handled. Use of Zoom broadcasting so that members of the public can attend the meeting from home.	
Recording Attendees	Track & trace	Councillors and the members of the public	Need to take contact details of any members of the public attending and encourage everyone to use the hall's QR code with track and trace.	4	2	8	Attendees contact details will be noted and retained for the required period. Information to be retained for 21 days. UKGOV guidance and impact on GDPR is available here	The Clerk will do this every meeting.

Chairman's signature Date		Clerk's Signature Date	
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