

ASHINGTON TOWN COUNCIL

Full Council Meeting at North Seaton Community Centre

The risk rating balances the likelihood of a given risk with impact of the risk in question and results in an overall risk rating, as well as a RED (not acceptable), AMBER (reasonably acceptable/action may be required), GREEN (reasonable acceptable/no action required, review) colour indication.

This risk assessment was completed following a pre-meeting visit and agreement of set up with hirers on Tuesday 18th January 2022.

		Likelihood			
		1 Unlikely	2 Possible	3 Probable	4 Highly Probable
Impact	1 Minor				
	2 Moderate				
	3 Serious				
	4 Major				



SUBJECT	Controls Measures in place now	Impact	Likelihood	Risk Rating	Responsibility
					Assessment of potential Control Measure
		Rating			
Slips, trips, and falls	<p>Entry to building is clear of hazards.</p> <p>Ensure wires and cables within the meeting room are safely taped and not hazardous.</p>	2	2	4	Clerk Hirer User/Attendee
Slips, trips, and falls (persons mobility issues)	<p>Entry to building is clear of hazards and DDA compliant</p> <p>Ensure wires and cables within the meeting room are safely taped and not hazardous.</p>	2	2	4	Clerk Hirer User/Attendee
Spread of Covid-19 and other contact transmitted diseases	<p>Reduce the risk of cross-contamination:</p> <ul style="list-style-type: none"> - Encourage Cllrs and Staff attending to carry out a lateral flow test in advance of the meeting, only attending if negative/symptom free. - Encourage members of the public, County Cllrs and Press who wish to attend the meeting to carry out a lateral flow test, only attending if negative/symptom free. - Actively seek formal confirmation of attendance via meeting agenda and publicity, allowing the Clerk to issue attendance instructions in advance. 	2	2	4	Clerk User/Attendee
Spread of Covid-19 and other contact transmitted diseases	<p>Reduce the risk of cross-contamination:</p> <ul style="list-style-type: none"> - Hook open outside entrance doors to avoid touch points. - Open windows for ventilation. - Ensure face masks are worn on entry and only removed once seated. 	2	2	4	Clerk User/Attendee
Spread of Covid-19 and other contact transmitted diseases	<p>Reduce the risk of cross-contamination:</p> <ul style="list-style-type: none"> - Provide hand sanitiser on entry. - Ensure hand washing/hand sanitizer at WC facilities. 	2	2	4	Clerk Hirer

	<p>Reduce the risk of cross-contamination:</p> <ul style="list-style-type: none"> - Ensure cleaning schedule of facilities. Cleaned before and after meeting 	2	2	4	Clerk Hirer
	<p>Raise awareness of contamination with information:</p> <ul style="list-style-type: none"> - Remind those with symptoms not to attend the meeting. - Remind of the importance of good hand hygiene. 	2	2	4	Clerk
	<p>Ensure social distancing:</p> <ul style="list-style-type: none"> - Clerk to calculate maximum capacity whilst ensuring social distancing. - Clerk to do house-keeping instructions in advance of meeting commencing. - Entry to meeting room is directed by Clerk and attendees must remain seated throughout, unless using the facilities. - Set out room with seats allocated for members of the public, 1m apart. - Set out separate tables for Cllrs that are 1m apart. - Ensure there is not 'out of seat' congregating at the end of the meeting. - Ensure everyone exits the meeting individually and promptly. 	2	2	4	Clerk Hirer User/Attendee