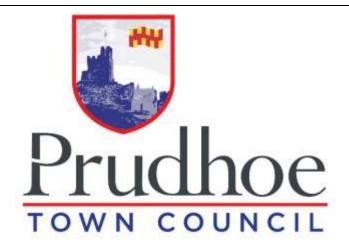
PRUDHOE TOWN COUNCIL July Meeting in Spetchells Centre

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 20th July 2021.

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



SUBJECT	Controls Measures in place now	Impact	Pood Rating	Risk Rating	Responsibility Assessment of potential Control Measure
Slips, trips, and falls	Entry to building is clear of hazards. Ensure wires and cables within the meeting room are safely taped and not hazardous.	2	2	4	Clerk Hirer User/Attendee
Slips, trips, and falls (persons mobility issues)	Entry to building is clear of hazards and DDA compliant Ensure wires and cables within the meeting room are safely taped and not hazardous.	2	2	4	Clerk Hirer User/Attendee
Spread of Covid-19 and other contact transmitted diseases	 Reduce the risk of cross-contamination: Encourage Cllrs and Staff attending to carry out a lateral flow test in advance of the meeting, only attending if negative/symptom free. Reduce the numbers interested in attending the meeting by live streaming over Facebook. 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. Operate track and trace system. 	2	2	4	Clerk User/Attendee
Spread of Covid-19 and other contact transmitted diseases	Reduce the risk of cross-contamination:	2	2	4	Clerk User/Attendee

Spread of Covid-19 and other contact transmitted diseases	Reduce the risk of cross-contamination: - Provide hand sanitiser on entry Ensure hand washing/hand sanitizer at WC facilities.	2	2	4	Clerk Hirer
	Reduce the risk of cross-contamination: - Ensure cleaning schedule of facilities. Cleaned before and after meeting	2	2	4	Clerk Hirer
	Raise awareness of contamination with information: - Remind those with symptoms not to attend the meeting. - Remind of the importance of good hand hygiene.	2	2	4	Clerk
	 Although social distancing is no longer regulated, seating has been arranged with greater space in mind: Clerk to seek attendance numbers in advance to configure room with one desk per person. Spetchells Centre has clear markings on all floors and one-way system in place. 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