

# 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 20<sup>th</sup> July 2021.

		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"> <li>- Encourage Cllrs and Staff attending to carry out a lateral flow test in advance of the meeting, only attending if negative/symptom free.</li> <li>- Reduce the numbers interested in attending the meeting by live streaming over Facebook.</li> <li>- 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.</li> <li>- Actively seek formal confirmation of attendance via meeting agenda and publicity, allowing the Clerk to issue attendance instructions in advance.</li> <li>- Operate track and trace system.</li> </ul>	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"> <li>- Open windows for ventilation.</li> <li>- Encourage the use of face masks until seated, although this is no longer compulsory.</li> </ul>	2	2	4	Clerk User/Attendee

Spread of Covid-19 and other contact transmitted diseases	Reduce the risk of cross-contamination: <ul style="list-style-type: none"> <li>- Provide hand sanitiser on entry.</li> <li>- Ensure hand washing/hand sanitizer at WC facilities.</li> </ul>	2	2	4	Clerk Hirer
	Reduce the risk of cross-contamination: <ul style="list-style-type: none"> <li>- Ensure cleaning schedule of facilities. Cleaned before and after meeting</li> </ul>	2	2	4	Clerk Hirer
	Raise awareness of contamination with information: <ul style="list-style-type: none"> <li>- Remind those with symptoms not to attend the meeting.</li> <li>- Remind of the importance of good hand hygiene.</li> </ul>	2	2	4	Clerk
	Although social distancing is no longer regulated, seating has been arranged with greater space in mind: <ul style="list-style-type: none"> <li>- Clerk to seek attendance numbers in advance to configure room with one desk per person.</li> <li>- Spetchells Centre has clear markings on all floors and one-way system in place.</li> <li>- Ensure there is not 'out of seat' congregating at the end of the meeting.</li> <li>- Ensure everyone exits the meeting individually and promptly.</li> </ul>	2	2	4	Clerk Hirer User/Attendee