



New Alresford Town Council

RETURN TO FACE-TO-FACE MEETINGS RISK ASSESSMENT

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

	Activity	Hazard	Risk To	Risk Level	Controls to Mitigate Risk	Residual Risk
1	Authority to reopen	<ul style="list-style-type: none"> •Breach of government guidance • Spread of C19 virus •Reputational damage 	<ul style="list-style-type: none"> •Town Council •Public 	L	<ul style="list-style-type: none"> •Council meetings is an exception to gatherings restrictions and therefore not bound by the rules. • It is a gathering for work, or for the provision of voluntary or charitable services https://www.legislation.gov.uk/ukxi/2021/364/schedule/3 • Constant review of guidance issued by governing bodies and relevant authorities 	L
2	Sector Specific	<ul style="list-style-type: none"> • Breach of sector specific advice • Spread of C19 virus •Reputational damage 	<ul style="list-style-type: none"> •Town Council •Public 	L	<ul style="list-style-type: none"> • Constant review of guidance issued by governing bodies and relevant authorities https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government 	L
3	Insurance Cover	<ul style="list-style-type: none"> •Insurance cover is voided •Insufficient cover to meet nature of claim •Cost •Compliance •Fidelity 	<ul style="list-style-type: none"> •Town Council •Public •Tenants 	L	<ul style="list-style-type: none"> •Compliance with Insurance cover requirements •Periodic and specific Health and Safety risk assessments undertaken to ensure compliance •Current C19 guidelines followed from relevant authorities •Insurance cover reviewed annually and premium updated to meet demands. •Additional types of insurance cover taken out to meet diverse situations. 	L

4	Staff	<ul style="list-style-type: none"> •Under resourced meetings. •Council business interruption 	<ul style="list-style-type: none"> •Town Council •Staff •Public 	L	<ul style="list-style-type: none"> •Separate staff return to work Risk Assessment implemented •Staff aware of Health and Safety duties to themselves and others •Staff to familiarise themselves with equipment prior to meetings •Staff to request assistance if they can foresee issues arising 	L
5	Meeting Operations	<ul style="list-style-type: none"> •Disruption to meetings •Adequacy of meeting venue •Meeting attendance •Health and Safety 	<ul style="list-style-type: none"> •Town Council •Staff •Public 	L	<ul style="list-style-type: none"> •Government guidance followed to reduce the spread of C19 •Town Council will use the Alresford Recreation Centre Main Hall on the first floor until August 2021 for all meetings. •Meeting room prepared to ensure social distancing is adhered to at all times. •Maximum number of 20 persons in the room •NHS QR Track and trace available •Meeting room must have sufficient ventilation and COVID 19 capacity adhered to. •Safety guidance made available to attendees. •Hygiene materials made available for use by all individuals. •The premises and the facilities are considered to be adequate for attendees from Health & Safety, Disability, Discrimination and comfort aspects. 	L
6	High Traffic areas	<ul style="list-style-type: none"> •Persons congregating •Insufficient ventilation 	<ul style="list-style-type: none"> •Town Council •Staff •Public 	L	<ul style="list-style-type: none"> •Face masks to be worn when travelling through the building especially in lobbies and stairs •Individuals not to congregate in corridors, stairs and lobby areas 	L

6	Fire Safety	<ul style="list-style-type: none"> Attendees not aware of Fire Safety Precautions 	<ul style="list-style-type: none"> Town Council Staff Public 	L	<ul style="list-style-type: none"> Clerk/Chair advise attendees of Fire safety Precautions at commencement of each meeting. Fire Exits are clearly labelled Attendees made aware of Fire Meeting Point 	L
7	Business Continuity	<ul style="list-style-type: none"> Failure of Council continuing business due to unforeseen circumstances. Long-term sickness. 	<ul style="list-style-type: none"> Town Council Staff Public 	L	<ul style="list-style-type: none"> From 7 May 2021 Councils can meet face to face subject to government advice. Vulnerable individuals or those with underlying issues to heed the advice of appropriate specialist. All members of staff can work from home via VPN access to NATC systems IT systems automatically backed up. Telephone support available regarding IT system and Finance System *Business Continuity Plan to be drafted 	L
19	Litigation	Legal action taken against Town Council	<ul style="list-style-type: none"> Town Council Staff Public 	M	Insurance cover is comprehensive and includes Public Liability, Fidelity and Legal fees	L

*To be monitored and/or completed within one year

Signed: *M. Phillibert*

Town Clerk/Responsible Financial Officer

Date: 21 May 2021

Hazard Severity

Low Risk	Trivial/Negligible	Unlikely to occur
Medium Risk	Minor – Severe injury	Occasional occurrence
High Risk	Death - Severe injury	Likely to occur

Risk Matrix

	Severity			
Probability	High			
	Medium			
	Low			
		Low	Medium	High

Version	Owner	Date Approved	Minute Ref	Website updated	Next Review
V1 – 2021/22	Town Council	25/05/2021	21/031	10/09/2021	2023