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| **Coronavirus Risk Assessment for Council meetings** |
| **Location/Dept:** Various, Shrewsbury | **Date Assessed: 10 May 2021** | **Assessed by:** Amanda Spencer |
| **Task/Activity:** Holding public face to face meetings Council meetings. | **Hazard:** Hazard: Holding face to face Council and committee meetings during the pandemic could provide an opportunity for the virus to be passed on, whether through face-to-face contact or through contact points. |  |
| **Control Measures** |  |  |
| 1. Face to face meetings will only take place where they cannot take place remotely or through delegation.
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| 1. Meetings should only feature business which cannot be transacted elsewhere and should be run in an efficient fashion in order to minimise the time in which people are together in the same room.
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| 1. At the beginning of the meeting, the Chair should make an announcement reminding members, officers and members of the public of the need to conduct the business of the meeting in an efficient and timely manner.
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| 1. The meeting will be set up to ensure that social distancing is easily observed. Councillors will be allocated their own table, which will be at least two metres from others. Members of the public will be seated at least two metres apart.
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| 1. The layout of the seating will ensure that people are not face-to-face in close proximity.
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| 1. The location of the meeting will be opened at least 20 minutes before the start of the meeting, in order to allow people to arrive at separate times and reduce congestion.
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| 1. Councillors and members of the public will be instructed to take their seats immediately after arriving and to refrain from mingling, private conversation and making contact with surfaces they don't need to.
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| 1. Available toilets will be open, but attendees will be advised to use the toilet before they leave home, so as to cut down on contact points and the chances of coming into close contact with others in a confined space.
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| 1. Available windows will be open throughout the meeting, in order to allow clean air in and to prevent the virus spreading.
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| 1. Notices, reminding attendees to observe social distancing and to wear a mask at all times will be displayed. Disposable masks will be made available for those who have not brought their own.
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| 1. Hand sanitisers will be made available at entrance points.
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| 1. Councillors and members of the public will be advised not to attend the meeting if they have any of the following symptoms: a dry cough, a temperature or loss of taste/smell.
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| 1. Councillors and members of the public will be advised not to attend if someone in their household has been asked to self-isolate after potentially having contact with someone with the virus.
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| 1. All attendees will be required to sign in for test and trace purposes, either using the QR code or providing their name and contact details to an officer.
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| 1. Attendees should take home all litter and not leave items which others will have to touch to dispose of.
2. Refreshments will not be made available to cut down on common touchpoints but participants are welcome to bring their own drinks.
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| 1. Papers will not be provided but, instead, all documentation will be provided electronically and projected at the meeting.
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| 1. Theatre Severn staff have twice weekly Lateral Flow Tests
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| 1. Ventilation at the Theatre Severn - the air in the Walker Theatre is fresh air from outside not recycled air, to conform to government guidelines
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| 1. Theatre Severn has its own RA for ‘performances’, available on request
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| 1. Theatre Severn has an updated fire evacuation ‘covid’ plan
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| **Review Record**  |

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| **Date of Review**  | **Confirmed by** | **Comments** |
| 10 May 2021 | Amanda Spencer | Risk assessment completed. |
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