

Appendix 5 as referred to within TCC Meeting Agenda for 8<sup>th</sup> February 2022: Item No., 198.2

## Risk assessment for Meet your Councillor sessions

Company name: Trefriw Community Council

Assessment carried out by: Kim Ellis, Chair

Date of next review: **xxxxxx**

Date assessment was carried out: 20.1.2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Accessibility</b>	Any members of the public with a disability wanting to attend a session  Members of the public with specific communication needs, specifically Welsh language	The majority of the village hall is accessible to those with a disability, but adjustments can be introduced according to need  Welsh speaking Councillors will be available at some sessions	Make adjustments to arrangements as necessary to ensure that those with disabilities can have full access  Where possible a Welsh speaking Councillor will be present at as many sessions as possible though this cannot be guaranteed	Clerk and Councillors	Before each session and / or during sessions as required	

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<b>Covid-19</b>	Anyone attending at the village hall	Wearing of face masks and social distancing in line with Welsh Government guidance. Hand sanitiser is available for use by hall users	Constant review of Welsh Government restrictions	Clerk and Councillors	Before and during each session	
<b>Lone working</b>	Risk to personal safety of a single Councillor	Two Councillors must attend each session together	<ul style="list-style-type: none"> <li>• Ensure that a phone is to hand to call for help if required</li> <li>• Only hold evening sessions in lighter summer months</li> </ul>	Councillors in attendance at each session	At each session	
<b>Privacy</b>	Members of the public attending sessions	A small meeting room is available on request, separate to the main village hall, to ensure quiet and privacy	Ensure that an appropriate waiting area is set up in the main village hall with availability of the small meeting room made clear	Councillors in attendance at each session	At each session	

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<b>Skills and knowledge</b>	Incorrect guidance might be advised	All Councillors should appraise themselves of the limited powers available to members of Trefriw Community Council	<p>Advise the member of the community that further advice will be sought to help resolve their issue as necessary</p> <p>Matters raised with Councillors at sessions will be taken forward to the next Council meeting for discussion. Next steps or specific action will not be agreed at the session unless the issue presents an immediate health and safety risk, in which case guidance will be sought from the Chair / Clerk as appropriate.</p>	Councillors in attendance at each session	Before each session	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)