

**PARISH RISK ASSESSMENT FORM**

**Special Circumstance**

<b>Asset Item No.</b> NA	<b>Description:</b> Due to the special measures the Government has taken during the Covid-19 pandemic the Council has considered the risks associated with holding Parish Council meetings via video conferencing through the widely available Zoom platform.
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Possible Issues (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) Details of evaluation	RISK (5)		
		L	S	R		L		R
Compliance with GDPR regulations & End to End encryption	Councillors	L		L	As Council meetings are normally open to the Public it is considered that there are no privacy risks. The meeting will be available to councillors only and therefore the Council will not be requesting any personal information from the Public.	L		L
Record keeping	Councillors	L		L	Although meetings can be recorded the Clerk will maintain written minutes of the meeting. Minutes of any meeting will be made available on notice boards and the council website.	L		L
Unauthorised attendees	Councillors	L		L	The 'Host' will manage the meeting from a technical point admitting authorised persons 'councillors' into the meeting. On first connection all attendees are held in the 'Waiting Room' before being admitted into the meeting. Councillors must not share any meeting links, ID's or passwords to prevent unauthorised attendees.	L		L
Asking questions at the meeting	Parishioners	L		L	Although the public will not be invited to the meeting the Clerk will issue notices, as usual, inviting parishioners to put forward any questions to be raised at the meeting.	L		L

Person Reviewing Assessment:	S J Harrison - Councillor	Review Date: April 2020	
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Modified Risk Rating: (L – Likelihood of occurrence) L = Low M = Medium H = High (S - Hazard Severity not applicable) (R – Risk evaluation as Likelihood)