

Conducting Council Activity and Operations Risk Assessment

Tacolneston Parish Council

Organization: Tacolneston Parish Council & TAFRA		Location: Village Hall		Activity: Holding Face to face meetings		Risk Assessor: Cllr E. Taylor	
Issue Date: 17h July 2020		Issue No: 1		Review Frequency: After every meeting		Review Date: To be announced	
<p align="center">Summary of Activity:</p> <p>Holding face to face committee meetings whilst reducing the spread of Covid-19 and protecting councillors, public participants and staff from contracting Covid_19</p>							
<p align="center">Summary of Control Measures:</p> <p>No meetings have been held since the lockdown was commenced as virtual meetings were not possible as not all Councillors had the necessary technology available.</p> <p>This Risk Assessment covers additional precautionary measures to minimise the spread of Covid-19 to lessen the potential for Councillors and Public participation to contract or spread the virus whilst attending the committee meetings.</p> <p>It is written with reference to NALC and Government guidance related to opening of community halls and holding face to face meetings. <i>- Social distancing and safer workplaces as of 26th June 2020</i></p> <p>Social distancing, suitable PPE and Hand Hygiene are the vital parts of mitigating and manageing risk .</p> <p>There is no activity where anyone is required to come within 1mt+ of each other and its considered that social distancing guidelines can be followed in full. Maximum number of participants will be cutoff at 20. (8 Councillors +12 public)</p> <p>If a member of the Committee or Public participants has been in contact with a known positive person or is showing symptoms , they should not attend the meeting and follow the government guidelines.</p>							
Haz No.	Hazard (a potential source of harm or adverse health effect on a person or persons)	Who is a risk?	Risk rating before Controls 1 - 4 Worst Case Outcomes x 1 - 4 Likelihood	Proposed Controls	Risk Rating After Controls 1 - 4 Worst Case Outcomes x 1 - 4 Likelihood	Further actions to be taken, by who and by when	
1	Spread or contact with Covid-19 while entering and leaving hall	Councillors, Public	12	1) One way flow from entering hall prior to meeting thru main door and exiting the fire exit door. Arrows showing direction in place. 2) On entering allow one to enter at a time using the sanitizer at entrance before going into main hall. 3) Maintain distance when going to bathrooms. Limit of 2 people in bathroom at a time. It would be preferable to use bathroom facilities prior to commencement of meeting and entering the hall to avoid cross walking. 4) No handshaking to take place. 5) Use sanitizer provided on exiting the hall when meeting finished. 6) Contact list to be made of all participants.	4		
2	Spread or contact with Covid-19 whilst meeting in process	Councillors, Public	12	1) Windows to be open. 2) Tables will be placed for Councillors and chairs placed for public. These not to be moved as they will be placed with social distancing in mind. 3) Bring own refreshments as kitchen will be closed. No sharing of cups or water bottles . 4) No sharing of pens and paper. 5) Councillors to make own copies of documents if needed. 6) Relevant documents required during meeting will be displayed via projector for all participants to view. 7) For signatories, own pen to be used and hands sanitized prior to signing and on completion of such if 20 minutes have elapsed . 8 Face mask to be worn if required	4		
3	Spread or contact with Covid-19 due to poor hygiene	Councillors, Public , Cleaning Staff	12	1) Facilities will be deep cleaned prior to and after meeting. 2) Wash and/or spray hands for 20 seconds as often as possible. Paying particular attention to: - entering and leaving vehicle - using bathroom facilities - after removing ppe - after bagging up for disposal - Coughing, sneezing, blowing of nose or any contact with face	4		

4	Spread or contact with Covid-19 from inadequate disposal of used PPE	Councillors, Public, Cleaning Staff	12	<p>The following PPE and cleaning products will be provided for use:</p> <ul style="list-style-type: none"> - Hand Sanitizer - Liquid soap - Antibacterial wipes - Disposal Bags - Antibacterial surface cleaner <p>Used PPE should be removed / disposed of as follows:</p> <ul style="list-style-type: none"> - any masks used by participants to be taken home and appropriately cared for. - All wipes used for cleaning should be bagged - bag must be tied and disposed of in black bin. 	4	
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RISK ASSESSMENT PROCEDURE

Why we doing this:

Local Councils have the powers to hold public meetings as of 4th July 2020 as well as having a duty to allow the public to observe and participate in such meetings.

These meetings must be managed within the guidance produced by Government.

A risk assessment is thus required to assess what measures need to be taken with an aim of reducing the likelihood of spreading the Covid-19

Who should be the assessor:

The assessor should be someone with training in risk assessment who has the experience and knowledge of the work, activities and tasks that are under assessment and an understanding of the Coronavirus Government guidance.

Assessing the Activity:

It is important when carrying out the risk assessment that the activities to be assessed are broken down into sufficient size "sub-tasks and possible hazards identified to allow a suitable assessment of each part of the activity.

If the assessment is not broken down sufficiently, then it is possible to underestimate the level of risk involved.

What is a hazard:

A Hazard in this situation is a potential activity that could result in exposure to or spread of Covid-19 which could then result in an adverse health effect on a person or persons.

Who is at Risk:

This is to show all those who may be affected by their acts or omissions from the activity.

Proposed Controls

These are controls to be put into place to reduce the overall risk.

Risk rating

Hazards should be rated before and after controls as follows and color coded in line with the Risk Rating

Worst Case Outcome (a)				Likelihood (b)			Risk Rating (axb)		
Fatal	Major Injury	Minor Injury	No injury	Likely	Probable	Possible	High	Medium	Low
4	3	2	1	4	3	2	>16	12-15	1-11

Further Actions to be taken

This identifies if there are any further measures that need to be taken to control the risk and identifies who will be doing the task and by when

Signed off

The risk assessment should be reviewed by the committee and signed off as acceptable by the Chairman

Reviewed:

The risk assessment should be reviewed by the assessor monthly or after each meeting. If there are significant further risks identified a further action plan must be completed and reviewed by the committee.

Post Meeting /Monthly Review:			
Assessment	Date	Comments/ Findings	Actions to be considered
Initial	4th July 2020		
Post Meeting	24th July 2020	Female bathroom has unnecesarybaby items in place.	To be removed and stored and when required, cleaned and put into bathroom
		Curtains dusty	To be removed and cleaned 6 monthly