



Saltash Town Council



Policy/Procedure:

Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	
Date	May 2021	Date of approval	
Responsible Officer	TC	Minute reference	
Responsible Committee	P&F	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
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Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
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Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment

All meetings of Saltash Town Council, its committees, sub committees or any other meeting held under the 1972 Local Government Act Sch 12 10 must be held as a physical, face to face meeting from 7th May 2021.

Covid-19 is a new illness that is currently known to affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This **Risk Assessment** is designed for dealing with the current Covid-19 situation in the workplace (Saltash Town Council – Guildhall) and while carrying out 1:1 interviews with Officers of the Council and an online Councillors Briefing Sessions it is not likely to cover all scenarios and Officers and Councillors attending should consider their own unique circumstances. To keep up to date with the latest guidance to workplaces and Covid-19 in this fast changing situation please visit the following links:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/coronavirus>

All Councillors, Council Officers and members of the public to read and familiarise themselves with the risk assessment together with the protocol. Councillors and members of the public to contact the Assistant Town Clerk with areas of concern and Council Officers to contact their line manager.

Company Name: Saltash Town Council

Assessment carried out by: Assistant Town Clerk

Date assessment was carried out: 10th May 2021

Review Date: 18th June 2021

Method of Scoring Risk Assessments

The following shows how the risk of each hazard is scored. Probability x Severity = Risk rating, where any score of 16 or above is deemed unacceptable.

SEVERITY is the degree of harm to people that could arise from a hazard being realised.

The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.

		SEVERITY					
P x S		Minor 1	Moderate 2	Significant 3	Serious 4	Major 5	
PROBABILITY	Rare	1	1	2	3	4	5
	Unlikely	2	2	4	6	8	10
	Possible	3	3	6	9	12	15
	Likely	4	4	8	12	16	20
	Almost Certain	5	5	10	15	20	25
Risk Level	=	Low 1-5	Medium 6-10	High 11-15	Very High 16-25		

<u>Risk Rating</u>			
Probability (1 to 5)	X	Severity (1 to 5)	= Risk Rating (1 to 25)

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RR (Prob x Sev)	Person(s) Responsible
Attendance generally	Highly vulnerable categories / those not vaccinated attending Council meetings	Officers of the Council Councillors Public / Press	<p>Those in highly vulnerable categories are recommended not to attend meetings</p> <p>Where possible, one-way system through the building</p> <p>Lift available for those with accessibility requirements, one person at a time</p> <p>The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed</p> <p>Anyone displaying symptoms, tested positive, or returned from abroad in the last 14 days</p>	3	4	12	Everyone attending Council meeting(s)

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
Covid symptoms	Person(s) presenting with continuous cough, temperature and loss of taste and / or smell	Everyone attending Council meetings	<p>Any person(s) experiencing Covid-19 symptoms not to enter the Guildhall</p> <p>Councillors to give their apologies</p> <p>Anyone falling ill with symptoms during attendance at the Guildhall will be requested to leave and medical attention sought</p>	3	4	12	Everyone attending Council meeting(s)

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
Room capacity	Guildhall (long room) accommodates social distancing requirements	Everyone attending Council meetings	<p>All Council meetings to be held in the Guildhall (long room) to accommodate safe working practices. To be reviewed on 21st June 2021 in line with the Government Roadmap</p> <p>Councillors declaring an interest must leave the room wearing a face covering unless medically exempt and wait at the bottom of the top floor stairs next to the cleaner's room</p> <p>Seating to be spaced at 2m intervals or 1m with risk mitigations where 2m is not viable</p> <p>Public gallery chairs to be spaced at 2m intervals or 1m with risk mitigations where 2m is not viable</p> <p>All tables / seating not to be moved during meeting(s)</p> <p>Hand sanitiser available within Guildhall (long room)</p>	1	2	2	Service Delivery Department / on duty Casual Caretaker

			<p>The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed</p>				
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Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
Transmission of Virus Contract Tracing	Airborne particulates Surface based viral material	Everyone attending Council meeting(s)	<p>All persons must wear a face covering unless medically exempt when entering the building and in communal areas. Councillors can remove face covering once seated, members of the public to continue to wear a face covering</p> <p>Automatic hand sanitiser dispenser in place and must be used by persons on arrival</p> <p>Temperature check and recording must be taken by the Casual Caretaker immediately on arrival</p> <p>QR Code scanned immediately on arrival</p> <p>Register held for 21 days for those not able to use QR Code</p> <p>Notices displayed around the building reminding of 'hands / face/ space'</p> <p>Hard copy agendas and reports will not be available at the meeting</p>	3	3	9	Everyone attending Council meeting(s)

		<p>Agendas and reports to be accessed via Civica – Modern.gov / Town Council website</p> <p>Councillors to bring their own writing materials which must be taken home at the end of the meeting</p> <p>Councillors <u>not</u> to share paperwork or pens, take home and destroy</p> <p>Internal doors to be kept open</p> <p>Windows to be opened ajar and floor standing fans activated to allow good ventilation</p> <p>Use of kitchen facilities prohibited – attendees to bring their own and return with them</p> <p>Toilet facilities prohibited unless absolutely necessary</p> <p>Keep meeting times as short as possible and more focused</p>				
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Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
Social Distancing Generally	Attendees congregate and mingle	Everyone attending Council meetings	<p>Where possible Councillors provided staggered arrival times</p> <p>Councillors to be seated no later than 6:45 p.m. to allow members of the public to arrive</p> <p>Councillors to follow the social distancing queuing system outside the Guildhall</p> <p>Councillors to follow the internal social distancing queuing system</p> <p>Everyone to respect each other's space and be mindful not everyone has been vaccinated</p> <p>Councillors not to engage with the public gallery</p> <p>One-way system upon entry and exit for Councillors only (except for those with accessibility requirements)</p> <p>Clear entry and exit signage displayed</p>	3	4	12	Everyone attending Council meeting(s) / Assistant Town Clerk

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
End of Council Meetings	Councillors congregate and mingle	Everyone attending Council meetings	<p>Mayor / Chairman / Vice Chairman to remind all present to leave as per protocol</p> <p>Face covering to be worn when leaving meeting unless medically exempt</p> <p>Councillors to disperse after meeting and not congregate</p>	2	2	4	Mayor / Chairman / Vice Chairman and Assistant Town Clerk

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
Council Officers	Not abiding by Covid secure requirements	Everyone attending Council meetings	<p>Officers to follow the Covid-19 Risk Assessment and protocol at all times</p> <p>Officers only attend meetings they Clerk, minute take, or for items they are required to be present for, then depart</p> <p>Officers to disperse after meeting and not congregate</p>	2	2	4	Officers in attendance

Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
Public Participation	Congregate, mingle, do not follow Covid secure requirements	Everyone attending Council meetings	<p>Only attend if absolutely necessary</p> <p>Members of the public to arrive no earlier than 6:45 p.m.</p> <p>The Guildhall has a maximum Covid safe working seating capacity of 27 people. At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.</p> <p>Members of the public must wear a face covering at all times when entering the building unless medically exempt or addressing the Council</p> <p>Follow social distancing at all times</p> <p>Everyone to respect each other's space and be mindful not everyone has been vaccinated Remain seated for duration of the meeting</p> <p>Toilet facilities prohibited unless absolutely necessary</p>	2	2	4	Attendees

			<p>Hard copy agendas not provided, take any paperwork home with them and destroy</p> <p>Members of the public should disperse after the meeting and not congregate</p>				
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Area of activity	Hazard	Who is at risk	Controls	Probability	Severity	RRR (Freq x Sev)	Person Responsible
Cleaning	Not cleaned to required standards, risk of virus remaining present	Everyone attending Council meetings	<p>Follow non-clinical setting cleaning guidance</p> <p>Frequent cleaning of high touch areas</p> <p>Disinfect tables / chairs before and after meeting</p> <p>Use of fogging machine</p> <p>Guildhall (long room) to remain locked and used for Council meetings only</p>	2	2	4	Service Delivery Department