

## RISK ASSESSMENT: COVID-19 Return to Face to Face Meetings ST IVES TOWN COUNCIL

This is a risk assessment for dealing with the return to face-to-face meetings, considering COVID-19. It is not likely to cover all scenarios and the unique circumstances of any meeting should also be taken into account.

Additional cleaning and sanitation has been implemented with a long lasting disinfectant that is active for up to 10 days. Bacoban will be used through out the building for hard surfaces including but not limited to all high contact areas. Details on the effectiveness of Bacoban can be found here:- <https://www.ccm-liquid-glass.com/en/products/cleaning-disinfection/bacoban-disinfection/about-bacoban/>

<b>Service:</b>	Face to Face meetings	<b>Activity</b>	Face to Face Meetings	<b>H&amp;S Adviser:</b>	Ellis Whittam	<b>Date of Assessment:</b>	May 2021
<b>Town Clerk</b>	Alison Benfield	<b>Activity Manager:</b>	Alison Benfield	<b>Risk Assessor:</b>	Christine Allison	<b>Due date for review:</b>	July 2021 or if anything changes

	Equipment (if applicable)	Description of Activity	Frequency	Duration	People at risk	Significant Hazards	Adverse Effects	Existing Control Measures	Severity	Likelihood	Risk Factor	Immediate Action	Long Term Action
1.	Building meeting is to take place and meeting venue	Face to Face meeting	Mon – Fri office hours or evenings as required	Up to 2 hours.	Council staff Councillors Members of the Public	Contact with person suffering from coronavirus	Being infected with virus	<ul style="list-style-type: none"> <li>Government website to be checked for latest guidance <a href="https://www.gov.uk/government">UK Government website</a></li> <li>Consideration to be given to all meeting participants having a lateral flow test within 48 hours of meeting <a href="https://www.gov.uk/find-covid-19-lateral-flow-test-site">https://www.gov.uk/find-covid-19-lateral-flow-test-site</a></li> <li>Handwashing facilities and procedures in place with disposable hand towels and bins provided.. Guidance <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Catch it, bin it, kill it signage</li> <li>Gel sanitisers available in several locations within building. Encourage use particularly on entrance and exit.</li> <li>Meetings only to be attended by those who need to attend</li> <li>Length of meeting to be kept to the minimum time</li> </ul>	5	2	10	None	None
2.	Cleaning of Building and	Face to face meetings	As above	Up to 2 hours	Council staff Councillors Members of the	Contact with coronavirus	Being infected with virus	<ul style="list-style-type: none"> <li>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly</li> </ul>	5	2	10	None	None

Risk Assessment Calculation Guide	Severity	Likelihood
1	Trivial/minor injury	Improbable Occurrence
2	Major injury (to individual)	Possible Occurrence
3	Major injury (to several)	Occasional Occurrence
4	Death (1 person)	Frequent Occurrence
5	Death (multiple)	Common Occurrence

Risk Factor	Risk Category	Action Guidelines
1 – 5	Low	Maintain control measures
6 - 14	Medium	Review control measures
15 - 25	High	Stop activity and improve controls

	meeting venue				Public	s		<ul style="list-style-type: none"> <li>Items of high use e.g. door handles, grab handles, stair rails and light switches to have increased cleaning</li> <li>Appropriate cleaning products and methods used..</li> </ul>					
3.	Meeting venue	Social distancing	As above	Up to 2 hours	Council staff Councillors Members of the Public	Contact with coronaviruses	Being infected with virus	<ul style="list-style-type: none"> <li>Number of persons in meeting room to comply with current legislation</li> <li>Attendees to be reminded of the importance of social distancing in both the meeting room and building</li> <li>Social distancing guidelines to apply to communal areas e.g. entrances, reception, toilets, lift etc.</li> <li>Use of signage to remind attendees to keep their distance from other attendees</li> <li>Floor, wall and table signs to be in use</li> <li>Layout of meeting room to be configured to reduce number of attendees being face to face</li> </ul>	5	2	10	None	None
4.	Building and meeting venue	Face to face meetings – wearing of facemasks	As above	Up to 2 hours	Council staff Councillors Members of the Public	Contact with coronaviruses	Being infected with the virus	<ul style="list-style-type: none"> <li>Wearing of facemasks in line with government guidance. Supply available.</li> <li>Bins provided for safe disposal of facemasks</li> <li>Use of screen at reception</li> </ul>	5	2	10	None	None
5.	Meeting venue	Face to face meetings - ventilation	As above	Up to 2 hours	Council staff Councillors Members of the Public	Contact with coronaviruses	Being infected with the virus	<ul style="list-style-type: none"> <li>Ensure adequate ventilation</li> <li>Open windows to allow the passage of air</li> </ul>	2	2	4	None	None

Risk Assessment Calculation Guide	Severity	Likelihood
1	Trivial/minor injury	Improbable Occurrence
2	Major injury (to individual)	Possible Occurrence
3	Major injury (to several)	Occasional Occurrence
4	Death (1 person)	Frequent Occurrence
5	Death (multiple)	Common Occurrence

Risk Factor	Risk Category	Action Guidelines
1 – 5	Low	Maintain control measures
6 - 14	Medium	Review control measures
15 - 25	High	Stop activity and improve controls