

## COVID Safe Meeting Risk Assessment – Meppershall Paris Council

Approved on: Monday, 10<sup>th</sup> May 2021

To be reviewed: May 2022

A review of this risk assessment will be completed by the Clerk and Chairman before the start of any COVID Safe meeting.

As the organisers of the meeting the Clerk and Chairman will ensure that all meeting attendees know the risks and understand the control measures before the meeting starts. The Clerk and Chairman will introduce themselves as the lead organisers and address all attendees, so they know who to go to with questions/to report an incident.

Advise that a copy of the risk assessment is available on request.

Name Alessandra Marabese – Clerk	Date 10 <sup>th</sup> April 2021	Phone 07930 813808	Meeting Location Meppershall Village
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### Before the meeting ensure:

- The provision of PPE to include but not limited to gloves, masks, anti-bacterial wipes, thermometer and hand sanitiser is available for use
- Signage is available to display

Use the table below to score the risks in the **Risk Assessment Table**.

Likelihood (a)		Severity (b)		Magnitude = a x b
Certain	5	Fatality	6	2 x 3 = 6
Probable	4	Serious Disablement	5	le <b>LOW RISK</b>
Even Chance	3	Sprain, Major Cuts/Bruises	4	High Risk = 21 to 30
Possible	2	Minor Cut/Strain	3	Medium Risk = 11 to 20
Unlikely	1	Minor Bruises/Grazes	2	Low Risk = 2 to 10

**COVID Safe Meeting Risk Assessment – Meppershall Paris Council**  
**Risk Assessment Table**

HAZARD	WHO MIGHT BE HARMED?	CONTROLS REQUIRED	MEASURES TO REDUCE EFFECT IN THE EVENT OF IDENTIFIED COVID INFECTION OF MEETING PARTICIPANT	Score	Risk
<b>Spread of Covid-19 Coronavirus</b>	Councillors Council Employees Members of the Public Members of the Press Guests of the Parish Council	<b>DECISION TO MEET / ATTEND</b> <ul style="list-style-type: none"> <li>• All meetings should take place remotely where possible, either by phone or video-conference.</li> <li>• Meetings will only take place where the purpose of the meeting cannot take place remotely, by phone or video-conference.</li> <li>• Individuals shielding, in ‘at risk’ groups, displaying symptoms (or in contact with those with symptoms) or have been directly advised to self-isolate should not attend meetings.</li> <li>• No meeting attendee who has tested positive in the previous 7 days, has been contacted by the NHS Test and Trace service and told to self-isolate for a minimum of 14 days or has suffered from any Covid symptoms (as defined by NHS/PHE) for any period beginning in the previous 7 days may attend our meetings, and must leave upon the on-set of any symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• All meeting attendees to ‘sign in’ using village hall QR code.</li> <li>• Council to maintain a register of contact detail for all attendees. Clerk to complete the form so that no sharing of pens / paper involved.</li> <li>• Attendees to report any COVID-19 symptoms post meetings to the Clerk ASAP.</li> <li>• Clerk to contact MVHT and Public Health Authority if a meeting attendee advises they have contacted COVID-19 post attendance at meeting.</li> </ul>	2x10	20
		<b>AT MEETINGS</b> <ul style="list-style-type: none"> <li>• Attendee arrival times to be staggered if possible.</li> <li>• Meeting attendees to wear face coverings outside and inside the village hall.</li> <li>• No physical contact between meeting attendees is permitted.</li> <li>• Temperature check of all meeting attendees upon arrival</li> <li>• Hand sanitiser made available upon arrival and in meeting room.</li> <li>• Social Distance signs displayed at meetings</li> </ul>		2x10	20

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		<ul style="list-style-type: none"> <li>Those present at the meeting to be reminded by Chairman to:               <ol style="list-style-type: none"> <li>Wear face coverings throughout the meeting</li> <li>Refrain from physical contact with meeting attendees,</li> <li>Wash their hands (for 20 seconds with water and soap, and the importance of proper drying with disposable paper towel) if visiting the toilet and</li> <li>Use the hand sanitiser available</li> <li>Clean their chair and table when leaving the meeting with antibacterial wipes provided.</li> <li>Wash their hands thoroughly as soon as possible after the meeting and before taking any food or drink</li> <li>Report any post meeting COVID symptoms to the Council ASAP</li> </ol> </li> </ul>			
		<p><b>CLEAN HANDS FACILITIES</b></p> <ul style="list-style-type: none"> <li>Ensure access to hand washing facilities is available with adequate soap, water, signage on hand washing and disposable paper towels.</li> <li>Provide hand sanitiser when entering meeting rooms and in meeting rooms (ensure adequacy of hand sanitiser)</li> <li>Monitoring and supervision in place to ensure controls are followed</li> <li>Erect signs to remind attendees of requirements</li> </ul>		2x10	20
		<p><b>CLEANING</b></p> <ul style="list-style-type: none"> <li>Sanitise with anti-bacterial wipes before the meeting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, tables, chairs and light switches.</li> <li>Meeting attendees will be asked to sanitise with anti-bacterial wipes the chair and table they have used at the end of the meeting.</li> </ul>		2x10	20

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		<p><b>SOCIAL DISTANCING</b></p> <ul style="list-style-type: none"> <li>• Operate one way in and one way out entry and exit system.</li> <li>• Arrival times to be staggered for councillors and members of the public/press</li> <li>• Maximum capacity of meeting participants</li> <li>• Attendees’ tables and seating to be arranged 1.5 meters apart all facing in one direction</li> <li>• Reduce as far as possible the need for people to move around the meeting room</li> <li>• Do not share meeting equipment or documents between attendees</li> <li>• Two councilors will be asked to volunteer to return tables and chairs to the storage areas (or original places) at the end of the meeting following social distance guidance and wearing gloves and masks at all times</li> <li>• Leave non fire doors and windows open for ventilation</li> <li>• Identify areas where people can congregate, narrow corridors and communal areas and put in place signage and measures to ensure social distancing.</li> <li>• Monitoring and supervision in place to ensure controls are followed</li> </ul>		2x10	20
		<p><b>USE OF PPE</b></p> <ul style="list-style-type: none"> <li>• PPE is only considered necessary when setting out and storing tables and chairs, but individuals may choose to wear gloves.</li> <li>• Arrival times to be staggered for councillors and members of the public/press</li> <li>• Maximum capacity of meeting participants</li> </ul>		2x10	20

## Holding 'COVID safe' Council meetings – Checklist

Meeting Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

<input type="checkbox"/>	Has adequate PPE been brought to the meeting?
<input type="checkbox"/>	Has signage been erected?
<input type="checkbox"/>	Is seating side to side and 1.5 meters apart?
<input type="checkbox"/>	Is hand sanitiser available in the meeting room?
<input type="checkbox"/>	Are windows and doors open for ventilation?
<input type="checkbox"/>	Has a list of meeting attendees been recorded?
<input type="checkbox"/>	Has the Chairman advised attendees of the COVID Safe meeting guidelines?
<input type="checkbox"/>	Have meeting objects and surfaces been sanitised before the meeting?
<input type="checkbox"/>	Have meeting objects and surfaces been sanitised after the meeting?
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