



WOORE PARISH COUNCIL - RISK ASSESTMENT FOR RETURN TO FACE-TO-FACE MEETINGS

MARCH 2021

COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

This is a **Risk Assessment** for dealing with COVID-19 in a meeting environment – specifically, in the case of Woore Parish Council, for the holding of face-to-face Parish Council meetings to include members of the public, in public buildings not owned by Woore Parish Council.

In line with Covid-19 restrictions, the following guidelines are based on five principles:

- Minimising contact with individuals who are unwell
- Regular hand washing
- Respiratory hygiene – the Catch it, Bin it, Kill it concept
- Regular cleaning of surfaces that are touched frequently and
- Maintaining social distancing

The content of this document is to be made available to all attendees and it is the responsibly of Woore Parish Council to ensure that the actions identified herein are implemented.



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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Council staff Volunteers / Councilors Visitors to your premises Members of the public Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your council 	<p>Hand Washing</p> <p>Hand washing facilities with soap and water in place</p> <p>Stringent hand washing taking place See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels where possible https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>All persons encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p>	<p>All persons to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>Clerk to provide signage for entrance and communal areas.</p> <p>Clerk to provide tissues and gel sanitisers for entrance and communal areas.</p>	<p>17th May and ongoing prior to each meeting.</p> <p>17th May and ongoing prior to each meeting.</p>	



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		<p>Gel sanitisers in any area where washing facilities are not readily available. Gel sanitisers available at each entrance and exit and clearly marked with signage.</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p>In the case of hired facilities, cleaning will take place both prior and post meeting for all the areas highlighted above and including hired seats/tables. Cleaning of toilets and basins is required after each hire session.</p> <p>Cleaning wipes will be disposed on in an external bin after each hire session.</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	<p>Rigorous checks will be carried out by the Clerk to ensure that the necessary procedures are being followed.</p> <p>All persons to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Checks to ensure this is adhered to.</p>	<p>Clerk to purchase cleaning materials and to conduct cleaning prior and post use – to include all areas highlighted. Clerk to dispose of cleaning materials as required.</p> <p>Clerk to arrange tables/seating in accordance with requirements.</p>	<p>17th May and ongoing prior to each meeting.</p> <p>17th May and ongoing prior to each meeting.</p>	
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		<p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Social distancing also to be adhered to in outside spaces or communal areas.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. All persons will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Minimal Contact</u> All papers usually provided for meetings will not be made available. Alternatively, it will be the responsibility of those attending to bring paper copies to the meeting. These must not be shared with others.</p>	<p>Main Hall seating at 2m distance allows for 25 persons maximum. Public attendance will be limited in line with restrictions.</p> <p>All persons to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Document signing will not take place at the meeting but in a controlled environment, post meeting, with minimal persons in attendance.</p>	<p>Support to be provided by Village Hall.</p> <p>Clerk to provide signage to remind all attendees of the guidelines.</p> <p>No action. Attendees must provide own gloves if they so wish.</p> <p>Clerk to publish any public documents on the WPC website for printing by all attendees.</p>	<p>17th May and ongoing prior to each meeting.</p> <p>17th May and ongoing prior to each meeting.</p>	
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		<p>In the case of members of the public, the Clerk will make all reports available prior to the meeting via the Parish Council website in a print ready format. This will only include reports that are usually made public, e.g., presentation slides. Materials will be available on the WPC website in a printable format or alternatively, available from the Clerk by request a minimum of 4 days prior to the meeting to enable the documents to be quarantined.</p> <p><u>Restricted access</u> A one-way system will be implemented for access, egress and walkways to avoid congestion and accidental contact. This can be achieved using the fire exit.</p> <p>Restricted access to the toilets (only 1 open) will remove the risk of contact.</p> <p>Kitchen facilities will be closed and attendees will be advised to bring their own food and drink to minimise kitchen use and cleaning where possible.</p>		<p>Clerk to provide signage for the entrance/exit and communal areas as required.</p> <p>No action. Attendees must provide own refreshments.</p>	17 th May and ongoing prior to each meeting.	
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		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay-at-home guidance. The Clerk must be kept informed of the outcome of testing should there have been contact with other members of the Council, volunteers, or members of the public.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on your premises (including where a member of the council has visited other premises), the Clerk of the council will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Travel to and from meetings</u></p> <p>Persons should not share vehicles or taxis, where suitable distancing cannot be achieved.</p>		<p>Clerk to ensure contact details for all attendees are collected at the opening of the meeting.</p> <p>No action.</p>	<p>17th May and ongoing prior to each meeting.</p>	
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Policy Reviewed: May 2022
Policy Reviewed: May 2023

By: Full Council
By: Full Council

Minute Item: 22013
Minute Item: 23015