

Lifton Parish Council – Public Meetings: Coronavirus (COVID-19) Risk Assessment

There is no statutory guide in place for the management of local council meetings. The Government guidance on [Working Safely in Office and Contact Centres](#) and [Safe Use of Council Buildings](#) may be helpful.

Local council meetings should be held in accordance with the four Covid 19 principles:

- How to meet the social distancing requirements entering and leaving the building and during the meeting.
- What PPE materials should you provide – hand sanitiser, masks, wipes or spray.
- How can you limit sharing documents and materials – continuing to use laptops and tables?
- Ensuring proper ventilation – can the windows be open during the meeting and beforehand if the room has been used during the day.

This risk assessment is based on holding a parish council meeting in public.

When engaged in ANY activity, people should remember the Government guidance, including;

- To make sure that they keep up with best practice via [Government](#) and [NHS websites](#).
- To make sure that hands are washed regularly (either by using water & soap or sanitising gel).
- To make sure that they remain at least 2 metres away from others at all times.
- A person **should not** attend a Lifton Parish Council meeting if they think they or anyone they live with have/has any of the main symptoms for COVID-19 (a new continuous cough; a temperature of 37.8 degrees or more; a loss or change to sense of smell or taste); has tested positive or has returned from abroad in the last 14 days.
- Encourage anyone attending the meeting to take a [lateral flow test](#) before attending the meeting.

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
<p>Insufficient social distance on entering meeting venue/room: infection due to close contact (from air-borne droplets)</p>	<p>All Users Councillors / Parish Clerk Members of the public Other visitors (guest speakers etc.)</p>	<ol style="list-style-type: none"> 1. Close proximity upon entering building. 2. Close proximity within rooms. 3. Close proximity using facilities (toilets, kitchen, stores etc.) 4. Close proximity in other communal areas. 5. Close proximity during activities. 	<p>Maintain 2m social distancing at all times.</p> <p>Compulsory to wear a face mask (unless exempt) on entering the meeting venue.</p> <p>On entry to meeting venue/room, move straight to seat; do not gather to talk to others.</p> <p>Do not move the seats or tables around. Once seated, do not change seat.</p> <p>Only remove face mask once seated. (Members of the public are asked to wear a mask throughout the meeting unless addressing the council).</p> <p>Put face mask back on if needing to use the facilities and/or before leaving your seat to leave the meeting venue/room.</p> <p>Only one person at a time to use facilities at any one time (toilet, kitchen etc.).</p>	<p>CE & SW 15/6/21</p>

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Insufficient cleaning: hand to mouth infection from contaminated surfaces	All Users Councillors / Parish Clerk Members of the public Other visitors (guest speakers etc.)	<ol style="list-style-type: none"> 1. Touching door handles, tables, chairs, taps, worktops, toilets and other surfaces. 2. Using equipment stored at the hall. 3. Sharing other items brought into the hall (meeting papers, pens etc.). 	<p>Ensure hand sanitiser is provided on entry to meeting venue/room and is used by all attendees.</p> <p>Ensure all floors, table-tops, door handles, toilets and other regularly used surfaces are cleaned with a suitable disinfectant prior to the meeting.</p> <p>Ensure that rooms are cleaned between hires by venue cleaners.</p> <p>At regular intervals, ask venue cleaners to conduct a deep clean of the premises, including walls, floors, doors, windows, rails, dispensers, toilets, sinks etc.</p> <p>Insist that meeting attendees clean any equipment stored at the hall that they have used (regardless of ownership), immediately as their session ends with the antibacterial wipes provided.</p> <p>Meeting attendees to bring their own copy of the meeting agenda, their own pen/notepaper and drink (such as bottled water if necessary) and that they remove all their own provisions on leaving the meeting venue/room.</p> <p>Minimise touch points by keeping all doors open (with door wedges if necessary).</p>	CE & SW 15/6/21

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Infection arising from the poor personal hygiene of others	All Users Councillors / Parish Clerk Members of the public Other visitors (guest speakers etc.)	1. Touching surfaces and equipment that have been handled by others who have not washed their hands properly.	Make alcohol-based hand sanitiser available at entrances and elsewhere; and insist that all hall users make use of them. Make liquid soap and hand towels available at all sinks. Display posters encouraging proper and regular hand-washing. Monitor compliance and report breaches. Minimise touch points.	CE & SW 15/6/21
Increased infection risk to vulnerable people	Anyone in a vulnerable age, medical group etc.	1. Poor physical distancing, poor cleaning or poor personal hygiene (see above sections for details).	Seek information from meeting attendees about presence of those from vulnerable groups. Insist that those in proximity to vulnerable people wear face coverings.	CE & SW 15/6/21
Increased infection risk from recycled air	All Users	1. Re-breathing the same air, especially for prolonged periods.	Increase ventilation by opening windows and doors.	CE & SW 15/6/21
Responding to suspected cases of COVID-19	All who might be in contact with any visitor showing symptoms	1. Infection from a person suspected of having COVID-19.	Meeting attendees to provide contact details for Test and Protect via NHS app or on sheet of paper/form provided at venue. Once or if identified, ask anyone who is displaying covid symptoms to leave the hall immediately.	CE & SW 15/6/21

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Too many people in attendance at meeting venue/in meeting room	All Users Councillors / Parish Clerk Members of the public Other visitors (guest speakers etc.)	1. At increased risk of infection due to insufficient space to maintain social distance.	<p>Adhere to venue policy/risk assessment on maximum occupancy. <i>(Please note for the QE11 Pavilion the maximum capacity of people allowed in the main hall is 10).</i></p> <p>Parish Clerk to include venue capacity restrictions on meeting agenda.</p> <p>Any members of the public wishing to attend a Lifton Parish Council meeting be asked to contact the Parish Clerk prior to the meeting to confirm availability of space. If space is available, they can register their place.</p> <p>If the maximum capacity has been reached, members of the public can submit their questions in writing to the Parish Clerk prior to the meeting. The Parish Clerk can relay any questions, statements etc., from members of the public to Parish Councillors.</p>	CE & SW 15/6/21