

BARNT GREEN PARISH COUNCIL

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Physical Meetings Risk Assessment for Covid-19

No	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
			SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE		SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE (RESULT)
1	Contracting or spreading coronavirus by not washing hands or not washing them adequately	EO Councillors Press Members of the Public Other attending visitors	5	2	10	<p>Follow guidance on cleaning, hygiene and hand sanitiser:</p> <ul style="list-style-type: none"> - Provide water, soap and paper towels, continuous roller towels or electrical dryers in washing facilities. <p>Provide information on when and how to wash hands properly. Based on the number of people who come into the meeting space, decide:</p> <ul style="list-style-type: none"> - how many washing facilities you need; <p>Provision of suitable alcohol-based sanitisers, minimum 60% ABV will be made available and replenished accordingly.</p> <p>Put signs up to remind people to wash their hands / use sanitizer.</p>	2	1	2 (M)
2	Getting or spreading coronavirus in commonly used or high traffic areas	EO Councillors Press Members of the Public Other attending visitors	5	2	10	<p>Identify:</p> <ul style="list-style-type: none"> - areas where people can congregate. - areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors; - areas and equipment where people touch the same surfaces, such as toilets or meeting tables. - areas and surfaces that people touch frequently but are difficult to clean; - communal areas where there may be less air movement than in other areas, for example areas with no opening windows or mechanical 	2	1	2 (M)

Likelihood multiplied by Impact = Risk Rating Score. Risk Ratings: High 5; Medium 4,3,2; Low 1

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			SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE		SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE (RESULT)
						<p>ventilation.</p> <p>Put in place monitoring and supervision to make sure people are following any controls that are in place, including social distancing guidelines.</p>			
3	Getting or spreading coronavirus in the meeting room	EO Councillors Press Members of the Public Other attending visitors	5	2	10	<p>limit the number of people in the room, reorganise facilities in communal areas by spacing out tables in the meeting room or have councillors seated without tables and public standing if able to.</p> <p>putting a one-way system in place and staggering entry times into the room to enable the maintenance of social distance;</p> <p>leave non-fire doors open to reduce the amount of contact with doors and also potentially improve ventilation.</p> <p>Surfaces to be kept clear.</p> <p>Provide a litter bin and empty it following the meeting.</p> <p>All those attending are required to wear a suitable face covering at all times unless they show an exemption for doing so.</p>	2	2	4 (M)
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	EO Councillors Press Members of the Public Other attending visitors	4	2	8	<p>Identify surfaces that are frequently touched.</p> <p>Specify the level and frequency of cleaning and who should do it. Cleaning of all surfaces will be carried out pre and post meeting by nominated members. Cleaning wipes to be provided by the council requiring replenishment between meetings.</p> <p>Reduce the need for people to move around once in the meeting room. At the commencement of the meeting, the Chairman will ask those in attendance to take their place and exit via an alternate route to entry if possible. Notification of this procedure will also be made clear on the website and noticeboard.</p> <p>Unless in the same contact cohort all those in attendance must not share table space, equipment etc.</p>	3	1	3 (M)

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			SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE		SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE (RESULT)
						This routine will be monitored pre and post meeting.			
6	Contracting or spreading the virus by not maintaining social distancing.	EO Councillors Press Members of the Public Other attending visitors	3	2	6	Follow guidance on social distancing. Identify areas where people would not be able to maintain social distance guidelines. - Use marker tape on the floor. - Use a one-way system. - Stagger entry and exit times. - Re-arrange the space to accommodate social distance practice. - Provide signage. - Provide clear instructions on the routine to follow.	2	1	2 (M)
8	Contact / Exposure with corona virus or contagious illnesses via person to person transmission	EO Councillors Press Members of the Public Other attending visitors	4	2	8	In advance of the meeting people will be asked to stay away from the meeting if they are showing Covid-19 symptoms. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately. Individuals are requested not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing.	3	1	3 (M)

RISK ASSESSMENT CARRIED OUT BY:

Signature: Tracy Bodley

Print Name: TRACY BODLEY

Role: Executive Officer