

WAKES COLNE PARISH COUNCIL – COVID 19 RISK ASSESSMENT

PUBLIC MEETINGS & EVENTS – INDOORS

This policy will be operated in line with UK Government legal requirements in force at the time.

Covid-19 is a new 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

Date of Assessment: May 2023

Next Review Date: May 2024

(Ensure that knowledge of individual building Risk Assessments are viewed in conjunction with this assessment)

| What are the hazards? | Who might be harmed? | Controls Required | Additional Controls | Action by who? | Action by when? | Done |
|--------------------------------|--|---|---|----------------|-----------------|------|
| Spread of Covid-19 Coronavirus | Parish Councillors Volunteers Members of the public Employees of the Parish Council | <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap & water in place in public toilets • Drying of hands with paper Towels in public toilets <p>Hand Sanitising</p> <ul style="list-style-type: none"> • Gels to be available for ‘everyone’ at entrance, and at strategic places within rooms/halls <p>Objects passed hand-to-hand e.g. Handouts, forms etc</p> <ul style="list-style-type: none"> • If members of the public are to be given handouts, forms or any other document or object, hands must be sanitised by the Parish Councillor, volunteer or employee of the Parish Council <p>Signage regarding Hand Washing &/or sanitising must be clearly visible at</p> | <p>All Parish Councillors, to be reminded to wash hands as often as practicably possible</p> <p>Ensure adequate bins are available for ‘used’ paper towels</p> <p>Hand sanitising gels at ‘Entrances’ and at ‘sanitising stations’</p> <p>Plentiful supply of gloves to be made available</p> <p>Handouts, forms or any other document or object must be individually handed out and not given to one person and ‘passed along’</p> <p>All items that may be given to members of the public must be sanitised first</p> | | | |

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| | | entrances and at strategic posts around the room/hall. | Any pens etc used must then be disposed of in 'Used' containers to be sanitised in the future. | | | |
| Spread of Covid-19 Coronavirus | Parish Councillors Employees, Volunteers, Members of the public | FACE MASKS All members of the public must wear Face Coverings (unless medically prescribed not to), covering nose & mouth. It is also advised that where & when possible, participants in the meeting should also wear facemasks when not speaking. | Spare disposable face masks must be available at entrances | | | |
| Spread of Covid-19 Coronavirus | Parish Councillors Employees Volunteers Members of the public | Social Distancing For public meetings – there is no 'maximum occupancy', however, reasonable judgement must be made to best protect people by encouraging 'reasonable' social distancing. Members of the same household are permitted to sit in close proximity. All participants are encouraged to meet the 1-metre gap recommendation of the Public Health Authorities provided that where & when possible, face masks are worn. Signage must be visible on entry, and at strategic posts around the room/hall. | Signage of maximum occupancy numbers must be visible at all entrances To avoid 'pinch points', where possible there should be one clear entrance point and a separate clear exit. If impossible, a organiser will need to manage the flow of people in and out to ensure social distance guidelines are being adhered to. Similarly, use of public toilets in the MR Hall and the Pavilion will need to be restricted to 'one' per toilet at a time. | | | |
| Spread of Covid-19 Coronavirus | Parish Councillors Employees Volunteers Members of the public | Record Keeping Names and a contact telephone no. must be recorded for all participants to enable track & trace services to be able to contact people in the event of an occurrence of transmission of the virus After 1 month, this record can be securely destroyed in line with Data Protection Policy. | This Personal Data will be kept in line with the Parish Councils Data Protection Policy (a printed copy of the policy should always be available on request) | | | |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Parish Councillors Employees Volunteers Members of the public</p> | <p>Cleaning All hard surfaces must be sanitised and cleaned before and after the meeting or event</p> <p>All cleaning products to be used in line with the instructions on the bottles. All paper towels or cloths must be disposed of in the proper way. Cleaning of displays must also take place before & after the meeting or event and at regular intervals during the meeting or event</p> | <p>Plentiful supply of cleaning materials must be available for cleaning</p> | | | |
| <p>Spread of Covid-19 Coronavirus</p> | <p>Parish Councillors Employees Volunteers Members of the public</p> | <p>Someone Falls ill with Covid-19 Symptoms</p> <p>If anyone shows symptoms of Covid-19 during an event, that person should be removed the Hall immediately and they should seek medical advice. The event will STOP immediately and all participants will be asked to leave in a socially distant way and advised to self-isolate until they have sought medical advice.</p> <p>After the event, the room, all hard surfaces and equipment must be thoroughly deep-cleaned.</p> <p>The event organiser must inform the relevant management committee of the incident and what has taken place.</p> <p>The event organiser will contact the local health authorities' to assist with the 'Track & Trace' procedures.</p> | | | | |

Any views or opinions expressed in this document are for guidance only and are not intended as a substitute for appropriate professional advice. We have taken all reasonable steps to ensure the information contained herein is accurate at the time of writing. In relation to any particular risk assessment issues, readers are advised to seek specific advice.

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| Risk Rating – Likelihood x Severity = Risk Rating | | | | | | |
| <u>Risk Ratings</u> | | | | | | |
| <u>Likelihood</u> | | <u>Risk Rating</u> | | <u>Priority</u> | | |
| 1. | Low (Seldom) | | 1 | | No Action | |
| 2. | Medium (Frequently) | | 2 | | Low Priority Action | |
| 3. | High (Certain or Near Certain) | | 3/4 | | Medium Priority Action | |
| | | | 6 | | High Priority Action | |
| <u>Severity</u> | | | | | | |
| 1. | Slight (Off Work for up to 3 days) | | | | | |
| 2. | Serious (Off work for over 3 days) | | | | | |
| 3. | Major (Death/Major Harm) | | | | | |
| Likelihood | 2 | Severity | 2 | Risk | 2 | Priority Low |

Re-Adopted

Date 10th May 2023

Minute reference 23/090

SignedChairwoman

Review Date: 2024