

**COVID-19**

**Risk Assessment**

**For Easington Parish Council Meetings**

Name of assessor		Ian Smith and Kim Dalton		Assessor signature		26/04/2021 - <i>Ian Smith</i> 28/06/2021 - <i>Kim Dalton</i>				
Risk Assessment Reference		Easington PC COVID-19 RA		Date of initial assessment		30/07/2020	Date of review	26/04/2021 28/06/2021		
Task Being Assessed		Parish Council meetings								
Equipment being used		Chairs and desks		Work Area		Community Hall and/or Youth Club				
Hazard	Who might be harmed?	Hazardous Event (How might people be harmed?)	Risk Rating			Control Measures to be applied	Residual Risk Rating			Additional Controls required Y/N?
			L	S	R		L	S	R	
<b>1. Desktop evaluation</b> Exposure to COVID-19 virus	Parish Councillors, Clerk, Ward Councillors and Members of the public	Infection from virus with potentially serious health implications	4	5	20	Assess the 'R' value in the UK and current death toll.  <b>Scenario '1'</b> If greater than '1' and death toll 'HIGH' then 'Face to Face' meeting will not take place  <b>Scenario '2'</b> As per the Government Guidance at the time.	0	0	0	
							1	4	4	

<p><b>2.</b> Exposure to COVID-19 virus during meeting</p>		<p>Confirmed infection from virus with potentially serious health implications.</p> <p>Potential inadvertent spread of the virus</p>	4	5	20	<p>Limit the numbers of persons attending the meeting, as per the Government Guidance at the time. Members of the Public are allowed to attend in person the facility is to ensure numbers are kept to a minimum to prevent the spread of Covid-19.</p> <p>You must capture details of all attendees to ensure that should track and trace identify a confirmed case of COVID-19 they can adequately inform those that attended the meeting.</p> <p>Utilisation of hard chairs were possible to facilitate wiping down with sterile cloths before and after used including desks. If soft material chairs are used ensure they are quarantined for 72 hours before and after a meeting.</p> <p>No refreshments to be served at the meeting.</p> <p>Sanitisers to be made available upon entrance to the meeting.</p> <p>Communicate with all attendees that they will be restricted to seated areas and welfare facilities.</p> <p>Masks to be worn whilst circulating around the room - can be removed when seated</p>	1	4	4	Y
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<p><b>3.Cleaning</b></p> <p>Exposure to COVID-19 virus during operation of Community Hall and/or Youth Club</p>		<p>Confirmed infection from virus with potentially serious health implications.</p> <p>Potential inadvertent spread of the virus</p>	4	5	20	<p>Ensure the regular cleaning of surfaces, including tables and chairs.</p> <p>Site hand sanitiser at entrances and exits where door handles are being used and also within all washrooms.</p> <p>Display cleaning regime signs to track frequency within shared areas (welfare facilities)</p> <p>Establish a system whereby no one sits at a table unless it has been cleaned.</p> <p>Ensure all attendees take all their documentation and items of a personal nature away after the meeting.</p>	2	4	8	Y
<p><b>4.Exposure to COVID-19 virus in common areas – toilets and corridors</b></p>	<p>Parish Councillors, Clerk, Ward Councillors and Members of the public</p>		4	5	20	<p>Where possible, throughout the building prop open doors and open windows to allow ventilation and encourage a flow of air.</p> <p>Increased handwashing and regime and use of hand sanitizer as per Govt guidance.</p> <p>Provision of signs and posters to reinforce this.</p>	2	4	8	
<p><b>5.</b></p> <p>Communication and Lack of compliance by attendees</p>	<p>Parish Councillors, Clerk, Ward Councillors and Members of the public</p>	<p>Confirmed infection from virus with potentially serious health implications.</p> <p>Potential inadvertent spread of the virus</p>	4	5	20	<p>Ensure measures and risk assessments are shared with all attendees affected.</p> <p>Ensure all users of the premises have read and understood the requirements.</p> <p>The Chair and Clerk will be responsible to ensure COVID-19 measures put in place are adhered to.</p>	3	4	12	

						Users of the hall for meetings must ensure that as a minimum a 2-metre distance must be kept between persons. This must include walk ways to seated areas.			
<b>6. Communication</b> - Lack of understanding re the measures that have been introduced	Parish Councillors, Clerk, Ward Councillors and Members of the public	Confirmed infection from virus with potentially serious health implications.  Potential inadvertent spread of the virus	4	5	20	You should assist the track and trace service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed.  Ensure measures and risk assessments are shared with all persons affected.  Ensure all users of the premises have read and understood the requirements	1	3	3
Note*									

Risk Rating Matrix						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Severity					

Tolerability Chart	
1-4	Insignificant level of Risk – Consequences are not of concern.
5-9	Acceptable level of Risk based on control measures.
10-16	Tolerable level of Risk requires monitoring and regular review.
20-25	Unacceptable level of Risk. Task requires review.

<b>Value</b>	<b>Likelihood</b>	<b>Frequency</b>
5	Often	The event is expected to occur in most circumstances – Once a week / Approx. 50 per year
4	Likely	There is a strong possibility the event will occur – once a month / Approx. 10 per year.
3	Possible	The event might occur – Once a year. Reported within industry annually.
2	Unlikely	Unlikely but a slight possibility it may occur at some time. Ratio 1:5 years.
1	Rare	Highly unlikely, but it may occur in exceptional circumstances. Rarely known within industry.

<b>Value</b>	<b>Severity</b>	<b>Consequence</b>
5	Catastrophic	Loss of life / multiple fatalities Serious injury to people
4	Major	Loss of limbs resulting in permanent disability RIDDOR Reportable loss time injuries
3	Moderate	Requires Fit Note from Doctor
2	Minor	Self-Certified absence from work
1	Negligible	First Aid Only

