

# **BRACEBRIDGE HEATH PARISH COUNCIL**

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## **Council meetings - COVID-19 risk assessment**

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

This risk assessment details the risks associated with the spread of COVID-19 from attendance at council meetings and provides methods of controlling these risks. Meetings may be held in a number of venues including the Community Library, Pavilion and other locations not managed by the Council. This risk assessment details the provisions in place to reduce the risk of transmission from the activity of holding a physical meeting at any venue.

What are the hazards:

- Spread of COVID-19 (Coronavirus)

Who might be harmed?

- Staff
- Councillors
- Volunteers
- Contractors
- Members of the public who visit or use Council premises and facilities.

Hazard and description	Controls already in place	Additional controls	Action by who and when?
<p>1. Room setup and clearing away</p> <p>Transmission of Covid-19 from:</p> <ul style="list-style-type: none"> <li>• setting out the furniture to hold the meeting;</li> <li>• use of other facilities e.g. toilets.</li> </ul>	<p>Follow the approved risk assessment for the venue.</p> <p>Where possible a comfortable space should be provided between chairs to allow meetings attendees to socially distance should they wish to.</p>	Nil	Officers
<p>2. Travelling to and from meeting</p> <p>Transmission through the sharing of transport whether private or public.</p>	<p>There are no national restrictions on the use of public transport and guidance about limiting its use has now been removed.</p>	Nil	Nil
<p>3. Entering and leaving meeting</p> <p>Close proximity to other attendees particularly when entering and leaving the meeting.</p>	<p>The venue should be a suitable size to avoid excessive crowding. If the pinch points at exits and entrances are likely to get crowded, a separate exit should be provided.</p> <p>Attendees are encouraged to sanitise their hands on arrival at the meeting. Good hand hygiene is encouraged and attendees have access to hand sanitiser.</p> <p>Social distancing is no longer required by law. Face coverings are also no longer required although the council recognises that some attendees may choose to wear a face covering.</p>	Nil	
<p>4. Meeting environment and conduct</p> <p>Transmission through air and touch.</p>	<p>Where possible a comfortable space should be provided between chairs to allow meetings attendees to socially distance should they wish to.</p> <p>Wherever possible, windows and doors should be opened to ventilate the meeting room.</p> <p>Face coverings are no longer required although the council recognises that attendees may choose to wear them.</p>	Nil	

<b>Hazard and description</b>	<b>Controls already in place</b>	<b>Additional controls</b>	<b>Action by who and when?</b>
5. Other issues  Attendees – Members and employees do not feel safe attending meetings face to face meetings.	Encourage and open door policy for the clerk and chairman for Employees or Members to get in touch about any concerns they have with regard to face to face meetings and their personal perception of risk.  Address concerns raised and put specific or tailored measures in place where necessary.	Nil	All chairmen / officers
6. Track and trace  Attendees cannot be traced should there be a positive case of Covid-19.	Track and Trace is no longer required.	Nil	

<b>Date</b>	<b>Version</b>	<b>Changes made</b>
04 June 2021	V1.0	New document
19 July 2021	V1.1	Socially distanced meeting arrangement of 1m wherever possible. Face coverings are expected to be worn where social distancing cannot be achieved. Face coverings encouraged at other times. NHS track and trace not legally required but encouraged for attendees.
23 June 2022	V1.2	Updated the risk assessment in line with the government guidance. Removal of social distancing, face coverings and requirement to isolate.