



## Committee Meeting (Covid) RISK ASSESSMENT

**DEFINITIONS:**

Hazard  
Something with the potential to cause harm.

Risk  
The likelihood of hazard reaching its potential.

<b>Department :</b>	Democratic Services/Elections  Guidance provided by Central Government Covid Assessment
<b>Description of Task:</b>	Risk Assessment for Covid considerations whilst operating Committee Meetings
<b>People at Risk:</b>	Maldon District Council staff, Councillors Volunteers, General Public.

<b>Risk</b>	1 = Remote	5 = Definite
<b>Severity</b>	1 = Slight	5 = Fatal
<b>Risk x Severity = Rating</b>		
16 – 25 =	Urgent attention	
8 – 15 =	Attention may be required	
<b>Objectives</b>		
1. Eliminations	4. Use of Procedures	
2. Substitution	5. Warning System	
3. Use of Barriers	6. PPE	

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

Identified Hazards <small>Associated with the work activity / tools / COSHH and possible injury.</small>	Risk of Injury <small>Before controls are in place.</small>	Severity of Injury <small>Before controls are in place.</small>	Total Rating <small>Risk x Severity</small>	Control measures <small>Measures which must be in place before work is allowed to start (Including provisions such as Personal Protective Equipment).</small>	Risk of Injury <small>After controls are in place.</small>	Severity of Injury <small>After controls are in place.</small>	Total Rating <small>Risk x Severity</small>
Setting up the Meeting – The Venue	3	5	15	Venue to be prepared for use as per plan  X5 sanitising stations (2 at entrance, 2 at exit, 1 in deliberation room)  Personal bottles of sanitisers for each “booth” in area 1 and 2  Members of the public enter through foyer to area 3 (Blue arrow)  Councillors and Staff to enter through First Exit into areas 1 & 2 (Green arrow)  Cleaning of toilets prior to meeting commencement	1	5	5

**APPENDIX B**

<b>Identified Hazards</b> Associated with the work activity / tools / COSHH and possible injury.	<b>Risk of Injury</b> Before controls are in place.	<b>Severity of Injury</b> Before controls are in place.	<b>Total Rating</b> Risk x Severity	<b>Control measures</b> Measures which must be in place before work is allowed to start (Including provisions such as <i>Personal Protective Equipment</i> ).	<b>Risk of Injury</b> After controls are in place.	<b>Severity of Injury</b> After controls are in place.	<b>Total Rating</b> Risk x Severity
			15	Cleaning of deliberation room and main hall prior to meeting commencement  Provision of suitable containers to aid disposal of Personal Protective Equipment (PPE) and cleaning materials  Keep room ventilated prior to and during meeting  Do not use any air blowing heating system (convex / radiator heaters are allowed)  No more than 60 peoples allowed in the venue (numbers to be managed by MDC staff)  Public seating area to be space 2m apart (back to back)  Everyone to exit through Club Entrance but in stages – Area 3 first, Area 2 Second, Area 1 third			
The Public within the Venue	3	5	15	External Signage – ‘Do not attend if suffering from these symptoms’  Hand sanitisers at entrances, exits for public use Signage – ‘Please use hand sanitiser’  Face coverings worn by Members of Public (MoP) in the seated area (Unless exempt)  Signage – ‘Face coverings must be worn.’  Managed queuing system outside venue facilitating public to seating area 3  Face coverings worn by members of public (MoP) in the seated area throughout the meeting (Unless exempt)  Signage – ‘Face coverings must be worn.’	1	5	5

APPENDIX B

<b>Identified Hazards</b> Associated with the work activity / tools / COSHH and possible injury.	<b>Risk of Injury</b> Before controls are in place.	<b>Severity of Injury</b> Before controls are in place.	<b>Total Rating</b> Risk x Severity	<b>Control measures</b> Measures which must be in place before work is allowed to start (Including provisions such as Personal Protective Equipment).	<b>Risk of Injury</b> After controls are in place.	<b>Severity of Injury</b> After controls are in place.	<b>Total Rating</b> Risk x Severity
Contamination of staff from public.	3	5	15	Officers access the venue via Fire Exit by bar  Hand sanitisers at entrances, exits and along tables to be used by Officers, the Clerk and Councillors.  Signage – ‘Please use hand sanitiser’  Officer allocated to facilitate public access to seated area (3 on plan)  The public should be seated in family/social bubbles with minimum 1m distance side to side and 2m distance (front to back)  One-way system to be introduced  Face coverings worn by members of public (MoP) in the seated area throughout the meeting (Unless exempt)  Signage – ‘Face coverings must be worn.’	1	5	5
Contamination of staff / Councillors from staff / Councillor.	3	5	15	Request Maldon District Council (MDC) and Councillors Officers to carry out an LFT test prior to meeting  Staff and Councillors should wash their hands with soap and warm water on arrival and at regular intervals throughout the meeting  Staff and Councillors should use hand sanitiser gel frequently between hand washing  Avoid all personal contact like hand shaking  2m distancing in place throughout venue  Screens to be installed between each speaking Officer and Councillor with seating spaced 1m apart side to side to create a “booth”  Personal sanitiser bottle to be available for use at each “booth”  Ventilation (as above).	1	5	5

<b>Identified Hazards</b> Associated with the work activity / tools / COSHH and possible injury.	<b>Risk of Injury</b> Before controls are in place.	<b>Severity of Injury</b> Before controls are in place.	<b>Total Rating</b> Risk x Severity	<b>Control measures</b> Measures which must be in place before work is allowed to start (Including provisions such as Personal Protective Equipment).	<b>Risk of Injury</b> After controls are in place.	<b>Severity of Injury</b> After controls are in place.	<b>Total Rating</b> Risk x Severity
				Face coverings use to be encouraged when not speaking			

<b>Specifics, Actions &amp; Further Considerations</b>
<p>Key Points</p> <ul style="list-style-type: none"> <li>- VENUE LAYOUT SHOULD BE INSPECTED PRIOR TO MEETING TO SEE IF 60 PERSONS LIMIT SHOULD BE REVIEWED</li> <li>- ASK MDC COUNCILLORS AND OFFICERS TO TAKE LFT TESTS PRIOR TO MEETING</li> <li>- SET UP THE VENUE USING THE COVID SAFE RISK ASSESSMENT AND PLAN AS PROVIDED</li> <li>- USE THE PPE AND CLEANING MATERIALS AS RECOMMENDED</li> <li>- CREATE SCREEN SPACE FOR COUNCILLORS AND STAFF</li> <li>- TRY TO MINIMISE TIME SPENT IN DELIBERATION ROOM AND KEEP IT WELL VENTILATED</li> <li>- ENSURE THE VENUE IS WELL VENTILATED AT ALL TIMES (DOORS AND WINDOWS WIDE OPEN)</li> <li>- ENSURE ENTRY AND EXIT TO VENUE IS CONTROLLED</li> </ul>

<b>Date of Assessment:</b>	12/04/21	<b>Date of Review:</b>	
<b>Name:</b> (Please Print)	Damien Ghela	<b>Signed:</b>	Once signed please scan and attach to database

All assessments should be reviewed, as and when there is any significant change or annually whichever is sooner.

Generic risk assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider individuals and local environment.