

Council Chambers Publicly Attended Meetings RISK ASSESSMENT

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



DEFINITIONS:

Hazard
Something with the potential to cause harm.

Risk
The likelihood of hazard reaching its potential.

Department :	Democratic Services/Elections Guidance provided by Central Government Covid Assessment
Description of Task:	Risk Assessment for: Covid considerations whilst operating Committee Meetings Risk within Chambers whilst operating Committee Meetings, including: <ul style="list-style-type: none"> • Overcrowding • Violent disorder • Medical Assistance
People at Risk:	Maldon District Council staff, Councillors Volunteers, General Public.

Risk	1 = Remote	5 = Definite
Severity	1 = Slight	5 = Fatal
Risk x Severity = Rating		
16 – 25 =	Urgent attention	
8 – 15 =	Attention may be required	
Objectives		
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

Covid Related Risks							
Identified Hazards Associated with the work activity / tools / COSHH and possible injury.	Risk of Injury Before controls are in place.	Severity of Injury Before controls are in place.	Total Rating Risk x Severity	Control measures Measures which must be in place before work is allowed to start (Including provisions such as Personal Protective Equipment).	Risk of Injury After controls are in place.	Severity of Injury After controls are in place.	Total Rating Risk x Severity
Transmission from touch points	3	3	9	<p>Chambers to be prepared for use as per Plan A</p> <p>Based on an area of 2m x 3m the Council Chambers can accommodate 6 chairs for safe public use (chairs within public gallery to be spaced within 1sqm up to a maximum of 6 chairs).</p> <p>X3 sanitising stations (1 at top table, 1 at entrance, 1 at exit)</p> <p>Cleaning of toilets facilities prior to meeting commencement</p> <p>Cleaning of Chambers, Councillor lounge and Stairwell to Chambers prior to meeting commencement with a focus on – Tables, Chairs, Desks, Mics, door handles, grab rails, banisters,</p> <p>Provision of suitable containers to aid disposal of PPE and cleaning materials</p> <p>All rooms ventilated prior to and during meeting</p> <p>Do not use any air blowing heating systems (convex/radiator heaters are allowed)</p>	1	3	3

Aerosol Transmission	4	3	12	<p>All rooms ventilated prior to and during meeting</p> <p>Do not use any air blowing heating systems (convex/radiator heaters are allowed)</p> <p>Based on an area of 2m x 3m the Council Chambers can accommodate 6 chairs for safe public use (chairs within public gallery to be spaced within 1sqm up to a maximum of 6 chairs).</p> <p>External Signage – ‘Do not attend if suffering from these symptoms ...’</p> <p>X3 sanitising stations (1 at top table, 1 at entrance, 1 at exit) Signage – ‘Please use hand sanitiser’</p> <p>Signage – ‘Please wear face coverings where possible.’ Provision of face masks upon request</p>	2	3	6
Attendance by Infected Person/s	3	3	9	<p>Registration system for public to prebook a seat at the Meeting</p> <p>Request for pre-attendance LFT to be taken</p> <p>External Signage – ‘Do not attend if suffering from these symptoms’</p> <p>X3 sanitising stations (1 at top table, 1 at entrance, 1 at exit) Signage – ‘Please use hand sanitiser’</p> <p>Signage – ‘Please wear face coverings where possible.’ Provision of face masks upon request</p> <p>Provision of QR code at entrance points and within the Council Offices and Chambers, to assist Test & Trace</p>	2	3	6

Risk within Chambers whilst operating Committee Meetings, including: <ul style="list-style-type: none"> • Overcrowding • Violent disorder • Medical Assistance 							
Identified Hazards Associated with the work activity / tools / COSHH and possible injury.	Risk of Injury Before controls are in place.	Severity of Injury Before controls are in place.	Total Rating Risk x Severity	Control measures Measures which must be in place before work is allowed to start (Including provisions such as Personal Protective Equipment).	Risk of Injury After controls are in place.	Severity of Injury After controls are in place.	Total Rating Risk x Severity
Overcrowding of Council Chambers	2	4	8	Public overspill to be mitigated through use of Northey Room Room to be prepared for use as per Plan B Based on an area of 5m x 5m the Northey Room can accommodate 25 chairs for safe public use (chairs within Northey Room to be spaced within 1sqm up to a maximum of 25 chairs). X1 Council Officer to be present throughout meeting to deal with any support requests from Public. (This Officer is not to facilitate the democratic processes but to provide hosting assistance where requested/appropriate) No more than 25 members of the public to be allowed in the Northey Room after which time the Council Offices must be closed for public access (numbers to be managed by MDC staff). Provision of streaming via social media for remote public viewing	1	3	3
Violent Public Disruption within Chambers	4	4	16	Upon the meeting being abandoned due to violent disorder, all Councillors and Officers to exit the Chambers via the rear Fire Exit into the main Office floor and be escorted to a safe Refuge Point by the Designated Officer . Any Council Officer in Northey Room to leave room and join other Officers and Members in the Refuge Point All Officers in the building pulled back to the Refuge Point and/or the Community Engagement Office	2	4	8

				<p>Call to 999 to request Emergency Services (Police) – loss of control of public building/public disorder/protest</p> <p>Council to use all available CCTV systems to record evidence for later use</p> <p>CEOs present in building to activate Body Worn Cameras to record evidence for later use</p>			
Requirement for medical assistance in Chambers	2	4	8	<p>Person seeking medical assistance to be taken to Respite Room if appropriate</p> <p><i>Where the Person requiring medical assistance cannot be moved, the Council Meeting should be abandoned to facilitate medical care</i></p> <p>Designated Officer to remain with person and deliver first aid where trained and appropriate</p> <p>First Aid box to be kept in Respite Room</p> <p>Emergency Services 999 medical assistance to be sought</p>	2	2	4
Requirement for medical assistance in Northey Room	2	4	8	<p>Person seeking medical assistance to be taken to Respite Room if appropriate</p> <p><i>Where the Person requiring medical assistance cannot be moved, the Designated Officer should ask all members of the Public to leave the Northey Room to facilitate medical care</i></p> <p>Designated Officer to remain with person and deliver first aid where trained and appropriate</p> <p>First Aid box to be kept in Respite Room</p> <p>Emergency Services 999 medical assistance to be sought</p>	2	2	4

Specifics, Actions & Further Considerations

Date of Assessment:	24/01/22	Date of Review:	
Name: <i>(Please Print)</i>	Damien Ghela	Signed:	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.