



**MORETONHAMPSTEAD PARISH COUNCIL
RISK ASSESSMENT POLICY – FACE TO FACE MEETINGS**



Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable Moretonhampstead Parish Council (MPC) to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the MPC to assess the risks associated with resuming face to face meetings during the COVID-19 restrictions and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following main points have been followed and the register constructed accordingly.

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Subject	Risk(s) identified	Level H/M/L	Management/control of Risk	Review/Assess/Revise
Meeting room	COVID-19 could be transmitted through touching surfaces, face to face contact	Med	Thorough cleaning of all surfaces, in particular door handles. Encourage staff, councillors and the public to follow official hand washing advice.	Review as necessary – follow official Government advice. Place seating at least 1 metre apart. Attendees to enter the meeting room and leave in an orderly socially distanced way. Open windows and doors where possible.
Spread of Infection	Contracting Corona Virus	Med	Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See hand washing guidance.	Review as necessary – follow official Government advice. Provide Hand Sanitiser. Ensure everyone wears face coverings when not seated.

			<p>Try to avoid close contact with people who are unwell.</p> <p>Clean and disinfect frequently touched objects and surfaces.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>Shouting to be avoided.</p> <p>Meeting conducted swiftly and lengthy items not requiring immediate decision deferred where necessary.</p>	<p>Hold paperless meetings.</p> <p>Everyone to bring their own pen to sign attendance register.</p> <p>Attendees encouraged to undertake lateral flow tests ahead of attending the meeting.</p> <p>Chairman to adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.</p>
An employee/Cllr suspects they have been infected with COVID-19	Could infect people around them	High	<p>The unwell person should be removed to an area which is at least 2 metres away from other people.</p> <p>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>Get a PCR test (test that is sent to a lab) as soon as possible if you have any symptoms of COVID-19. The symptoms are:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss or change to your sense of smell or taste <p>The test needs to be done in the first 8 days of having symptoms.</p> <p>If positive, self-isolate for 10 days.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>If you have symptoms tell anyone that you have been in close contact with in the last 48 hours that you might have Covid-19.</p> <p>They do not need to self-isolate unless they're contacted by the</p>	<p>Review as necessary – follow official Government advice.</p> <p>Anyone with a temperature, showing any symptoms of Covid-19 or feeling unwell asked not to attend.</p> <p>Keep Track and Trace records.</p> <p>Inform any close contacts if you test positive for Covid-19.</p>

		<p>NHS Test and Trace service. But they should take extra care to follow social distancing advice, including washing their hands often.</p>	
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If they get any symptoms of COVID-19, they must self-isolate and get a test as soon as possible.

Original version: May 2021
Due for review: Ongoing

Reviewed: July 2021
Reviewed: August 2021