



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

This is a draft copy of a **generic Risk Assessment** for dealing with the return to face-to-face meetings taking into account COVID-19. It is not likely to cover all scenarios and each council should consider their own unique circumstances. No one risk assessment will fit all councils and therefore some time should be taken to consider the individual factors relating to your own specific council.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of COVID-19 Coronavirus</p>	<ul style="list-style-type: none"> • Council staff • Councilors • Members of the public 	<p>Have you checked the UK Government website to check the latest guidance?</p> <p>Lateral Flow tests</p> <p>Availability from the following website:</p> <p>https://www.gov.uk/find-covid-19-lateral-flow-test-site</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing procedures in place • See hand washing guidance: https://www.nhs.uk/live- 	<p>As these tests are now freely available consideration should be given to all meeting participants to have a test within 48 hours of a meeting.</p> <p>Attendees should be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands.</p>			

		<p>well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Drying of hands with disposable paper towels • Gel sanitisers in any area where washing facilities are not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p>Social Distancing Reducing the number of persons in any meeting room to comply with the current legislation.</p> <p>Adhering to the Government advice regarding the number of people allowed in the meeting room at any one time.</p>	<p>Tissues will be made available throughout the workplace.</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Attendees to be reminded of the importance of social distancing, both in the meeting room and outside of it.</p> <p>Use of signage to remind attendees to keep their distance from other attendees wherever possible. Floor, wall and table signs should be used.</p>			
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		<p>Social distancing guidelines apply to all parts of your council building, not just the area where attendees are meeting. This includes entrances and exits, break rooms, canteens, toilets etc.</p> <p><u>Wearing of Masks</u> Where Risk Assessment identifies wearing of masks as a requirement of the job, an adequate supply of these will be provided. Attendees will be instructed on how to remove masks carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Ventilation</u> When selecting appropriate meeting facilities, specific care should be given to ensuring that the facilities can be ventilated i.e. have plenty of windows rather than a basement room.</p> <p><u>Attendees</u> Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time.</p>	<p>Consider the layout of the meeting room to reduce the number of attendees being face to face.</p> <p>Use of screens and barriers wherever possible.</p> <p>Attendees to be reminded that wearing of masks does not prevent people from contracting COVID but is a measure to reduce the risk.</p>			
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Any views or opinions expressed in this document are for guidance only and are not intended as a substitute for appropriate professional advice. We have taken all reasonable steps to ensure the information contained herein is accurate at the time of writing. In relation to any particular risk assessment issues, readers are advised to seek specific advice.

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