



SERVICE	Corporate Governance
TEAM	Democratic Services
Risk Assessment Ref	DS04a
Title of risk assessment	Council Meetings & Covid-19
Details of activity:	Attendance of staff, members, and the public at Council and Committee meetings
Location of activity	Ryedale House
Other risk assessments/documents /registers cross-referenced	To be read in conjunction with the generic risk assessment on Council meetings
Safe Working Procedure/ Toolkit reference	
Date of assessment	24/02/22
Name of person carrying out assessment	Elizabeth Heath
Person carrying out assessment's signature	<i>EHeath</i>
Name of employee(s)/others consulted on activity	Rob Robinson, Christine Phillipson Paul Douthwaite, Dominic Passman, Ken Waller
Manager's signature	Date
<i>EHeath</i>	09/12/21

RISK MATRIX & RATING

POTENTIAL IMPACT

Disaster	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Medium	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Low	Minor injury

LIKELIHOOD

Almost Certain	More likely to occur
Very Likely	
Likely	
Not Likely	
Very Low	Less likely to occur

POTENTIAL IMPACT

Disaster					
Major					
Medium					
Minor					
Low					
	Very Low	Not Likely	Likely	Very Likely	Almost Certain

LIKELIHOOD

Risk rating	Action
	HIGH Urgently review/add controls & monitor, notify H&S Team (if Very Likely or Almost Certain – stop work, seek competent advice)
	MEDIUM Review/add controls (as far as reasonably practicable) & monitor
	LOW Monitor control measures



Hazard and related activity <i>Eg slip – wet floor</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	Existing control measures <i>Eg workplace instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures <i>Potential Impact x Likelihood = Risk (eg Minor x Not Likely = Low)</i> <i>If High, and no additional controls practicable, notify H&S Team</i>	If any additional control measures required – what are they? <i>Eg documented observational monitoring</i>	Residual risk rating after additional control measures <i>Potential Impact x Likelihood = Risk (eg Minor x Not Likely = Low)</i> <i>If High notify H&S Team</i>
<p>Covid-19 and holding physical Full Council meetings</p>	<p>Staff, members, the public</p>	<p>Advise members to arrive immediately before the meeting and take their seats on arrival, and leave immediately afterwards</p> <p>maintain maximum social distancing as layout allows</p> <p>Hand sanitiser to be used on arrival and after use of “touch points”</p> <p>One way flow into and out of the meeting venue, with doors propped open</p> <p>Desks, chairs, nameplates and microphones cleaned before and after meeting (appropriate anti-viral cleaning agent to be used)</p> <p>“Touch points” cleaned before and after meeting (appropriate anti-viral cleaning agent to be used)</p> <p>Elected Members and staff advised to bring own drinks bottle</p> <p>Desks to maximise to social distancing and avoid close face to face</p> <p>Any paper/slips used at meeting, are single use only and place in rubbish bin, staff and elected members to</p>	<p>Medium</p>	<p>Increased use of ventilation (opening of doors and windows) to improve fresh air flow and reduce risk of Covid-19 infection.</p> <p>CO2 monitor deployed within the room (with associated NHS guidance documentation provided), with CO2 levels to be monitored throughout the meeting by assigned officer. If the reading exceeds 800 PPM, additional ventilation (opening windows and/or doors) to be instigated, to reduce CO2 level to safer lower limit (approx. 400-500 PPM)</p> <p>Prior to attendance at any council meetings, elected members and officers are encouraged to undertake a Lateral Flow Device (LFD) (more information is available on the NHS website)</p>	<p>Medium</p>



		<p>sanitise hands after touching slips</p> <p>Face masks optional during meeting masks will be available and supplied if you wish to use them. Advised elected members and staff to wear face masks on arrival, departure and moving around the building</p> <p>Induction briefing to be provided to all members and staff attending prior to meeting outlining these controls</p> <p>Members, staff and public be instructed not to attend if they have symptoms of Covid-19 or others in their household have them</p> <p>Notice to be given requesting public and officers to view live stream</p> <p>Space to be provided for member of the public attending within committee room one. Maximum of six</p> <p>All elected members and officers are encouraged to be vaccinated against COVID-19 in accordance with government guidance unless this would put them at personal risk. Further information on vaccination is available here.</p>			
<p>Covid-19 and holding physical Full Council meetings</p>	<p>Elected members and officers who are at higher risk from Covid-19</p>	<p>The Government has identified some categories of people as higher risk of severe illness from coronavirus.</p> <p>They should therefore be especially careful to follow social distancing and hygiene rule and minimise contacts with others. This includes people who are pregnant, (however please note the section below regarding pregnant workers who are in their third</p>	<p>medium</p>	<p>Where it is identified that there are elected members or officers who fall within this category and who wish to attend a physical Full Council meeting, the responsible officers must regularly check that the existing controls and Covid-secure arrangements are sufficient and being followed.</p>	<p>medium</p>




		<p>trimester of pregnancy and/or have an underlying health condition placing them at greater risk of severe illness from COVID-19).</p> <p>Note: women who are pregnant with significant heart disease, congenital or acquired are classed as <u>higher risk</u> and must be treated as such.</p>		<p>Ventilation, hand sanitisers, face masks</p> <p>Elected members or officers who fall in the 'higher risk' category should exercise their own individual discretion about whether they are willing to attend a physical Full Council meeting.</p>	
<p>Covid-19 and holding physical Full Council meetings</p>	<p>Pregnant elected members or officers in their third trimester of pregnancy and/or have an underlying health condition placing them at greater risk of severe illness from COVID-19</p>	<p>Elected members or officers who are 28 weeks pregnant and beyond, or if pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, a more precautionary approach is required. This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if COVID-19 is contracted.</p> <p>Further information is available from Pregnancy and coronavirus (COVID-19) - NHS (www.nhs.uk) and on the Royal College of Obstetricians and Gynaecologists website.</p> <p>All Elected members or officers are to follow current government/Public Health England (PHE) guidance and take extra precautions to protect themselves.</p> <p>Where necessary further medical advice can be sought from the Health and Wellbeing Service via an Occupational Health referral</p>	<p>High</p>	<p>A specific New and Expected Mothers risk assessment must also be completed</p>	<p>High</p>
<p>Covid-19 and holding physical Full Council</p>	<p>Elected members or officers who</p>	<p>Management support provided taking into account the particular circumstances of those with different protected characteristics by making reasonable</p>	<p>Medium</p>		<p>Medium</p>



meetings	may be more at risk e.g. due to protected characteristics e.g. a disability	adjustments to avoid workers e.g. those with a disability, having an unjustifiable negative impact but also ensuring that the steps taken do not put these individuals at a higher risk. Review personal emergency evacuation plan (PEEP) with them based on the current fire warden provision available.			
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ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1	Ensure that cleaning of microphones is included as part of booking arrangement with supplier	Elizabeth Heath	Head of Corporate Governance	23.02.2022	<i>EHeath</i>	23.02.22
2	Caretaker to ensure that cleaning requirements for desks, nameplates and timer are arranged as part of meetings set up and clear down (appropriate anti-viral cleaning agent to be used)	Paul Douthwaite	Caretaker	23.02.2022	<i>EHeath</i>	23.02.22
3	Production of induction briefing.	Elizabeth Heath Rob Robinson	Head of Corporate Governance Environmental Health Manager	23.02.2022	<i>EHeath</i>	23.02.22
4	Implementation of CO2 monitors and additional ventilation within meeting space	Elizabeth Heath	Head of Corporate Governance	23.02.2022	<i>EHeath</i>	23.02.22
5	Supply of disposable face coverings held on site for attendees	Paul Douthwaite	Caretaker	23.02.2022	<i>EHeath</i>	23.02.22



ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
6	Ensure we have the most effective room layout to maximum social distancing.	Paul Douthwaite	Caretaker	23.02.22		23.02.22

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information




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This risk assessment will be shared with all team members administering meetings and all elected members and Council officers attending meetings.

An induction briefing is provided to all members and other staff attending meetings.

Against officer recommendation, an Executive decision was passed by elected members at full council on the 17th of February 2022 to resume meeting in at Ryedale House, Council chambers. Officer have been instructed to revise the risk assessment accordingly.

<p>Scheduled date of next review</p> <p><i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i></p>	<p>Are there any changes to the activity since the last review?</p> <p><i>Clarify that all the controls are still in place and are monitored on a regular basis.</i></p>	<p>Signature of manager</p>	<p>Date of review</p>
<p>Monthly, or sooner if required, or in accordance with updated government guidance.</p>	<p>Reviewed following virtual meetings being in place. All controls are still in place and monitored on a regular basis. Instructions and briefing notes also reviewed and revised.</p>		<p>29.04.21</p>



<p>Scheduled date of next review</p> <p><i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i></p>	<p>Are there any changes to the activity since the last review?</p> <p><i>Clarify that all the controls are still in place and are monitored on a regular basis.</i></p>	<p>Signature of manager</p>	<p>Date of review</p>
<p>Monthly, or sooner if required, or in accordance with updated government guidance</p>	<p>Virtual meetings have been held since last year and meetings are due to return to physical from 7th May 2021 onwards. Venue health and safety arrangements still apply. Public access is by live stream. This means that it may be possible to safely hold the physical part of Full Council meetings at Ryedale House going forward once social distancing requirements are relaxed.</p>		<p>29.04.21</p>
<p>Monthly, or sooner if required, or in accordance with updated government guidance</p>	<p>Review undertaken as we move into the next phase of the government's roadmap. Based on HSE guidance, increasing rates of COVID and advice from health and safety advisors, no changes to arrangements.</p>		<p>16.07.21</p>
<p>Monthly, or sooner if required, or in accordance with updated government guidance</p>	<p>Although HSE guidance has changed removing social distancing requirements, health and safety advisors continue to recommend no change to current arrangements, given the prevalence of COVID in the community.</p>		<p>19.07.21</p>
<p>Monthly, or sooner if required, or in accordance with updated government guidance. Reviewed on 21st February 2022</p>	<p>Reviewed following an Executive decision was passed by elected members at full council on the 17th of February 2022 to resume meeting in at Ryedale House, Council chambers. Officers have been instructed to revise the risk assessment accordingly.</p>		<p>21.02.2022</p>