



## RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																
<b>SERVICE</b>	Corporate Governance																																																	
<b>TEAM</b>	Democratic Services																																																	
<b>Risk Assessment Ref</b>	DS04b																																																	
<b>Title of risk assessment</b>	Council Meetings & Covid-19																																																	
<b>Details of activity:</b>	Attendance of staff, members, and the public at Council meetings																																																	
<b>Location of activity</b>	Milton Rooms																																																	
<b>Other risk assessments/documents /registers cross-referenced</b>	To be read in conjunction with the generic risk assessment on Council meetings and the generic Milton Rooms Covid-19 risk assessment																																																	
<b>Safe Working Procedure/ Toolkit reference</b>																																																		
<b>Date of assessment</b>	22.07.20																																																	
<b>Name of person carrying out assessment</b>	Simon Copley																																																	
<b>Person carrying out assessment's signature</b>																																																		
<b>Name of employee(s)/others consulted on activity</b>	Keith White, Christine Phillipson Paul Douthwaite, Dominic Passman																																																	
<b>Manager's signature</b>																																																		
<b>Date</b>																																																		
		<p><b>POTENTIAL IMPACT</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Disaster</td> <td>Fatal injury/permanent disability</td> <td colspan="3"></td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence</td> <td colspan="3"></td> </tr> <tr> <td>Medium</td> <td>RIDDOR reportable over 7 day injury</td> <td colspan="3"></td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> <td colspan="3"></td> </tr> <tr> <td>Low</td> <td>Minor injury</td> <td colspan="3"></td> </tr> </table> <p><b>LIKELIHOOD</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Almost Certain</td> <td>More likely to occur</td> <td rowspan="4" style="text-align: center; vertical-align: middle;"></td> </tr> <tr> <td>Very Likely</td> <td></td> </tr> <tr> <td>Likely</td> <td></td> </tr> <tr> <td>Not Likely</td> <td></td> </tr> <tr> <td>Very Low</td> <td>Less likely to occur</td> <td></td> </tr> </table>					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				Almost Certain	More likely to occur		Very Likely		Likely		Not Likely		Very Low	Less likely to occur								
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<b>Hazard and related activity</b> <i>Eg slip – wet floor</i>	<b>Persons at risk</b> <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	<b>Existing control measures</b> <i>Eg workplace instructions, training, authorised user, competent person, PPE – give <b>specific</b> references</i>	<b>Risk rating after existing control measures</b> <i>Potential Impact x Likelihood = Risk                      (eg Minor x Not Likely = Low)                       If High, and no additional controls practicable, notify H&amp;S Team</i>	<b>If any additional control measures required – what are they?</b> <i>Eg documented observational monitoring</i>	<b>Residual risk rating after additional control measures</b> <i>Potential Impact x Likelihood = Risk                      (eg Minor x Not Likely = Low)                       If High notify H&amp;S Team</i>
Covid-19 and holding physical Full Council meetings	Staff, members, the public	None	<b>High</b>	Advise members to arrive immediately before the meeting and take their seats on arrival, and leave immediately afterwards  Avoid huddled conversations  Hand sanitiser to be used on arrival and after use of “touch points”  One way flow into and out of the meeting venue, with doors propped open  Desks, chairs, nameplates and microphones cleaned before and after meeting (appropriate anti-viral cleaning agent to be used)  “Touch points” cleaned before and after meeting (appropriate anti-viral cleaning agent to be used)  Restricted numbers for toilet	<b>Low</b>



				<p>access</p> <p>Members and staff advised to bring own drinks bottle</p> <p>Exam desks to be used, with 2m distancing</p> <p>Amendment slips not to be used – alternative process in place</p> <p>Face masks optional during meeting but to be worn for arrival, departure and moving around the building</p> <p>Additional member of staff to assist at start of meeting to ensure Covid control measures are adhered to, including checking use of face masks and asking if attendees have symptoms and refusing entry if they state they have</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>Individual risk assessments to be carried out for elected members</p>	
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				<p>and staff attending</p> <p>Notice to be given that number of public attendees may be restricted</p> <p>Track and trace form for public attendees to be completed by member of staff (records of elected members and officers attending are kept anyway as part of the minutes)</p> <p>Public seating area with social distancing</p> <p>Microphone for public speaking to be cleaned between use appropriate anti-viral cleaning agent to be used)</p> <p>Additional member of staff also to assist public</p> <p>The Assembly Rooms booked for pre-meet if required, with separate access to the Milton Rooms, including tables with 2 m distancing between seats.</p> <p>Following the pre-meet, elected members to remain in the Assembly Rooms, if they wish, then exit to outside and enter the Milton Rooms through main entrance when open (with checks on entry as for the main meeting)</p>	
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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	Simon Copley	Head of Corporate Governance	24.07.20		20.08.20
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	28.08.20		20.08.20
3	Production of induction briefing including information about self-assessment	Simon Copley Rob Robinson	Head of Corporate Governance Environmental Health Manager	28.08.20		20.08.20
4	Provision of a track and trace form	Simon Copley	Head of Corporate Governance	28.08.20		20.08.20
5	Undertake individual risk assessments for elected members and staff attending meetings	Louise Wood	Head of Communications, Technologies and Business Transformation	28.08.20		20.08.20

**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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Consideration has been given to it being appropriate, proportionate and necessary to hold physical meetings. The use of virtual meetings has also been explored and can be made available. However at least one elected member is unable to access virtual meetings either by video or telephone. Other elected members have concerns around connectivity in rural areas and dropping out during meetings, potentially missing key parts of the debate or key votes. This means that some members may not be able to take part in matters to be decided at meetings and the decisions made may distort democracy, failing to represent residents within the wards of those members. In addition telephone access hinders easy participation at meetings as the user cannot see information on screen and cannot indicate to the chair their wish to speak. Telephone access is not therefore a practical or appropriate alternative to video access at virtual meetings. Technology is not in place to deliver hybrid meetings. Live streaming of meetings for the public is not currently in place and this is being considered to reduce the need for in person public access at meetings. It does not provide a means of public participation and this would still have to be facilitated in person. The factors considered as to whether it is appropriate, proportionate and necessary to hold physical meetings, have to be balanced against risks to health and safety and therefore need to be considered on a meeting by meeting basis, depending on the situation with Covid-19 at the time. The process being put in place, set out in a health and safety protocol, allows this consideration to take place.

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.

Individual risk assessments need to be undertaken by all elected members and staff, with a meeting check-in refresh process in place. Failure to undertake these may open to the Council to criminal sanction and therefore would result in refusal of entry to meetings and may affect the decision as to whether meetings held are virtual or physical.

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



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