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| **Authority/Employee Name :** | **HARLOW DISTRICT COUNCIL** |
| **Service:** | **ENVIRONMENT & PLANNING** |
| **Assessing Manager’s Name:** | **[MANAGERS NAMES HERE]** |
| **Assessing Manager’s Job Title:** | **[MANAGERS JOB TITLES HERE]** |
| **Date Assessment Completed:** | **TEMPLATE CREATED 2ND JULY 2021 | [RA DATE HERE]** |
| **Date for Revision:** | **WHEN ANY SIGNIFICANT CHANGES TO KNOWN RISKS OR GOVERNMENT GUIDANCE OCCUR** |
| **Background**During phases three and four of the 2021 national COVID-19 restrictions, some limited face to face meetings will be happening in council buildings. These will be where video conferencing is not the preferable mode of communication and where there is a small enough group of people to allow for social distancing in the booked room. |

| **Activity** | **Person****at risk** | **Significant Hazards** | **Risk Control Measures** |
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| People working together. Contact with the public. | Employees CouncillorsMembers of the public | Being together: Social contact with people outside of one’s own household, increasing the potential for spread of SARS-CoV-2 between people. | The number of people present at the meeting will be kept to the smallest number necessary, to minimise social contact. The number of people at this meeting will be [enter number of participants taking part face to face].The general community prevalence of the disease has been low at the start of phase three, but is rising with the delta variant of the virus becoming dominant. The organiser of the meeting will check national and local prevalence data (<https://coronavirus.data.gov.uk/>) and government guidance before organising the meeting to determine if it is still appropriate to hold one face to face.Meetings will be kept to a structured agenda so that the time spent together isn’t more than is necessary for business to be conducted. Non-council participants will only have access to the meeting room and the nearby toilet facilities. All other parts of the Civic Centre will be restricted. |
| People working together. Contact with the public. | Employees CouncillorsMembers of the public | Being ill (with or without symptoms): People who are carrying the virus coming to a meeting and passing it on to other people. | Participants who become symptomatic prior to a meeting should quarantine at home in accordance with government advice, and the direction of the Test & Trace service. They should not attend a meeting.All participants will undertake a lateral flow test on the morning of a council meeting and will not attend if that returns a positive result. |
| People working together. Contact with the public. | Employees CouncillorsMembers of the public | Risk of disease transmission from airborne liquid droplets that travel up to 2m away from an infected person when they breathe, cough and sneeze, but which then fall onto surfaces, rather than remaining in the air (known as droplet transmission). | The number of participants in the booked room should allow enough space to distance participants more than 2m apart.Furniture and the seating configuration shall be arranged so that it avoids people sitting directly opposite one another. |
| People working together. Contact with the public. | Employees CouncillorsMembers of the public | Using personal protective equipment (PPE) as a means of preventing droplet transmissionRisk of disease transmission from airborne liquid droplets that travel up to 2m away from an infected person when they breathe, cough and sneeze, but which then fall onto surfaces, rather than remaining in the air (known as droplet transmission). | The use of face coverings is becoming accepted by society in public indoor locations, but they may impede public speaking and conversation. All participants will be expected to wear suitable face coverings (unless they have medical grounds not to do so in general) in the building aside from when they are in the meeting room. |
| People working together. Contact with the public. | Employees CouncillorsMembers of the public | Risk of disease transmission from airborne micro-droplets that could stay in the air for up to 3 hours after being breathed out by an infected person (known as airborne transmission). | The Civic Centre’s mechanical ventilation system was reviewed in the summer of 2020 and adjusted to ensure that only fresh air is drawn into the system. There is no recirculation of air through this system.Where it is possible to do so, openable windows should be fully or partially open to increase natural ventilation in the meeting room. |
| People working together. Contact with the public. | Employees CouncillorsMembers of the public | Risk of disease transmission from expelled droplets from an infected person containing the virus that land on surfaces, which are later touched by another person, who then touches their eyes, nose or mouth (known as the fomite transmission route). | The meeting organizer will take responsibility to liase with the stewards to arrange for the furniture used for the meetings to be sanitised before the meeting takes place, and then again after the meeting has concluded.Participants will be directed to sanitise their hands on entry to the Civic Centre, in accordance with our normal procedures.A supply of hand sanitiser will be kept at the entrance to the meeting room, for participants to use if they leave the room and return to it.Equipment used by participants should ideally not be shared, but if it is, then a suitable sanitising procedure should be adopted. |
| People working together. Contact with the public. | Employees CouncillorsMembers of the public | As above - risks from droplets on paperwork | Whilst we don’t yet know exactly how long coronavirus survives on paper, we do know that it isn’t as long as it can on other surfaces and probably not longer than 24 hours.The use of personal electronic devices will minimize the need for paper.If paperwork needs to be used for the meeting, it should not be shared between participants. Any waste paper will be disposed of at the end of the meeting. |
| People working together. Contact with the public. | Employees  | Risk of serious illness and deaths from the complications of COVID19 to those staff with existing underlying health conditions. | All staff have been assessed by occupational health professionals for their individual risks from contracting the disease. Those who are categorised as clinically vulnerable or extremely clinically vulnerable have individual risk assessments made by the member of staff with their line manager, and where necessary, adjustments made to their role to reduce risks.Meeting organisers should account for participants who may have been classed as clinically vulnerable or extremely clinically vulnerable, and who may still not feel able to attend a face to face meeting.Whilst most of the adult population has now had one or two doses of the vaccine, some people have chosen not to and some people cannot have one for medical reasons. It should not be assumed that all participants are protected from COVID-19 from the national vaccination programme. |

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| **Additional Notes**In the first instance if you can work from home then this should be encouraged – If unable to work from home, and travelling to your workplace, observe Government guidelines, particularly if travelling by public transportManagers should monitor staff wellbeing, stay connected and keep in touch. There is support and guidance available by accessing the Employee Assistance helpline - Call 0808 168 2143  If you are suffering from any symptoms, or anyone in your household is showing symptoms, stay at home and self isolate. After 7 days or if symptoms worsen, contact your doctor to seek medical advice going forward - For further information access [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)Ensure that you protect yourself and follow the Government guidelines if you fall within the vulnerable/at risk categories Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptomatically - It is important, if you choose to use face-coverings, that they are worn properly, covering your mouth and nose & disposed of correctly/washed after useWash your hands before putting them on and taking them off. Face coverings can also encourage the wearer to compromise how effective they are by handling their face/mask more often potentially with a greater risk of spreading any possible infection Ensure that the Staff Safety Register (SSR) is checked prior to any visits with members of the public/property – If ‘caution’ states to be visited in pairs only, assess if visit is really necessary - thoroughly risk assess prior to visit – consider can issue be dealt with via a letter – seek further advice from your Manager If necessary on any visit undertaken remove yourself from the property/premise if you feel at risk of violence / aggression Ensure regular contact maintained with office/Manager/buddy if out on visits/site – still apply the Lone Working procedures you have in place, in/out board if located in a building, text/phone call to colleague checking in and outIn an emergency situation, i.e.: fire, you do NOT have to maintain the 2 metre distance if it is unsafe to do so. If you are assisting others in particular need, as soon as you are able, you must immediately wash your hands and carry out sanitation measures  |
| Line Manager/Employees Signature: |  | Date: |  |