

## A Risk Assessment for Dealing with the Current COVID-19 Situation in the Meeting place

It is not likely to cover all scenarios and each person should consider their own unique circumstances.

What are the hazards?	Who might be harmed?	Controls required	Additional controls	Action by who?	Action by when?	Done
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> <li>▪ Clerk and members</li> <li>▪ Vulnerable groups and those with existing underlying health conditions</li> <li>▪ Anyone who physically comes into contact with you in relation to your meetings or business</li> </ul>	<p><b>Hand washing</b></p> <p>Handwashing facilities with soap</p> <ul style="list-style-type: none"> <li>▪ Stringent hand washing takes place</li> <li>▪ Drying of hands</li> <li>▪ Gel sanitisers in any area where washing facilities are not readily available</li> </ul>	<p>Clerk, members and attendees at meetings to be reminded on a regular basis to sanitise and/or wash their hands and importance on proper drying.</p> <p>Encourage clerk and members and any public attendees to report any issues</p> <p>To help reduce the spread of COVID-19, remind everyone of the Public Health Wales advice.</p>	<p>All present</p> <p>Chair at start of meeting</p> <p>All</p> <p>All</p>	<p>Prior to and at the start of meeting</p> <p>As above</p> <p>As above</p>	
		<p><b>Cleaning prior to and after meetings</b></p> <p>Frequent cleaning and disinfecting objects &amp; surfaces that are touched regularly, such as door handles, light switches, using appropriate cleaning products &amp; methods</p>	<p>Rigorous checks will be carried out to ensure that the necessary procedures are being followed</p>	<p>Chair and clerk</p>	<p>Prior to and after meetings</p>	
		<p><b>Wearing of gloves</b> Public, Clerk and members will be instructed on how to dispose of them safely - if worn</p>	<p>All to be reminded that wearing of gloves is no substitute for good hand washing.</p>	<p>All</p>	<p>As above</p>	
		<p><b>Personal Protective Equipment (PPE)</b></p> <p>Public Health (PH) guidance on the use of PPE Individuals will be asked to observe</p>	<p>Wearers to provide own masks following the correct procedure</p>	<p>All present at meeting</p>	<p>Prior to during and after meeting</p>	

		social distancing measures & practice good hand hygiene behaviours				
		<p><b>Symptoms of COVID-19</b> If anyone shows signs of Covid 19 they should not attend the meeting.</p> <p>If anyone becomes unwell with Covid symptoms, they will be advised to follow the PH guidance. The Chair will maintain regular contact with clerk and members during this time.</p> <p>If advised that a member, or clerk or members of the public has developed Covid-19 and were recently at the meeting premises (including where a member or clerk and members has visited other work place premises), the appointed person will contact the Public Health Wales Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Internal communication channels and cascading of messages through the clerk will be carried out regularly to reassure and support the members in a fast changing situation.</p> <p>The Chair will offer support to clerk and any members who are affected by Coronavirus or has a family member affected.</p> <p><a href="https://gov.wales/workplace-guidance-employers-and-employees-covid19">https://gov.wales/workplace-guidance-employers-and-employees-covid19</a></p>	The Chair and clerk	As and when required	
		<p><b>Drivers</b> Persons should not share vehicles, where suitable distancing cannot be achieved.</p>	<p>Risk assessment to be issued to all members and be available on the Council website</p>	Clerk and all members		

		<p><b><u>Mental Health</u></b></p> <p>Take care to promote mental health &amp; wellbeing awareness to clerk and members during the Coronavirus outbreak and will offer whatever support they can to help - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p><a href="https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/how-are-you-doing/further-support-and-helping-others/further-support-accordion/mental-wellbeing/">https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/how-are-you-doing/further-support-and-helping-others/further-support-accordion/mental-wellbeing/</a></p>	Clerk and all members		
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