

Risk assessment – Covid-19

All employers must conduct a risk assessment.

Company name: Harwich Town Council

Location: Long Meadows Community Centre

Assessment carried out by: MT

Date assessment was updated on: 22nd June 2021

What are the hazards?	Who might be harmed and how?	Controls required	Additional controls	Action and by who?	Action by when?	Done
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<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Council staff • Harwich Festival staff • Councillors • Invited guests incl. Mayor's Chaplain Members of the Public (MOPs) 	<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: 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. • Hand sanitiser to be in place in areas where no hand washing facilities are available. <p>Cleaning</p> <p>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</p> <ul style="list-style-type: none"> • Reducing the number of persons in any meeting room to comply with the current legislation. • Adhering to the Government advice regarding the number of people allowed in the meeting room at any one time. 	<ul style="list-style-type: none"> • Provided latest guidance to members and on HTC website. • Suggest attendees take test prior to attendance. • Ensured premises has toilet and hand washing facilities available on the evening. • Hand sanitiser to be supplied at entrance to hall. • Overall cleaning to be carried out by premises caretaker. • High-touch surfaces to be wiped down periodically during meeting. • Capacity of hall is 40 under Covid restrictions, which allows for 16 committee members, the clerk, member of the press and 23 MOPs/invited guests. • Members to be seated at tables allowing 2m between if 	<p>Clerk</p> <p>Clerk</p> <p>Premises management</p> <p>Provided by HTC</p> <p>Premises management</p> <p>Clerk/attendees</p> <p>Clerk/Hall caretaker</p>	<p>Prior to meeting</p> <p>Prior to meeting</p> <p>Prior to meeting</p> <p>At meeting</p> <p>Before/after Meeting During meeting</p> <p>During meeting</p>
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		<p>side-by-side and 1m+ if in rows (one behind the other).</p> <ul style="list-style-type: none"> • MOPs to be seated in rows of 1m+ allowing 2m between side-by-side. 		
		<p>Wearing of Face Coverings</p> <ul style="list-style-type: none"> • Where Risk Assessment identifies wearing of face coverings 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>Ventilation</p> <ul style="list-style-type: none"> • 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>Attendees</p> <ul style="list-style-type: none"> • Meetings to be attended by those who need to attend only, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time. • The sharing of pens, documents and other objects should be avoided. 	<p>Attendees</p> <ul style="list-style-type: none"> • Face coverings to be worn upon entering/leaving the building and when walking around (i.e. going to the toilet) but may be removed when seated/talking, unless a medical exemption applies. • A supply of spare face coverings will be available. <p>Supplied by HTC</p> <p>Premises Management</p> <p>Clerk</p>	<p>During meeting</p> <p>At meeting</p> <p>At meeting</p> <p>Prior to meeting</p>

		<p>Symptoms of COVID-19</p> <ul style="list-style-type: none"> • If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until after a safe quarantine period has elapsed. If advised that an attendee of a past meeting has developed COVID-19 and were recently on your premises, then all other attendees should be informed of the situation and advised to self-isolate in accordance with latest Government guidance. 	<p>keep meeting to as short as possible.</p> <ul style="list-style-type: none"> • Members to bring their own pens and documents. • Images for public to be displayed using projector. <ul style="list-style-type: none"> • Advise members to familiarise themselves with the known symptoms of Covid-19 and test accordingly. 	<p>Members</p> <p>Clerk</p> <p>Attendees</p>	<p>At meeting</p> <p>Prior to meeting</p>	
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This risk assessment will be reviewed and updated on a periodic basis to ensure it is still relevant