

**COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.**

**This is a Risk Assessment specific to The West Bedlington Town Councils Public Council Meetings for reducing the risk of COVID-19 transmission. It is not intended or likely to cover all scenarios and it may be necessary to add to this list. The risk assessment MUST be read in conjunction with other Risk Assessments namely:**

- **Bedlington Community Centre – Covid 19 Risk Assessment**
- **West Bedlington Town Council – General Workplace Risk Assessment**
- **ALL NOTICES displayed within the Council Office and Community Centre to cover as many of these controls as possible.**

WEST BEDLINGTON TOWN COUNCIL – PUBLIC COUNCIL MEETING SPECIFIC RISK ASSESSMENT

| What are the hazards?                        | Who might be harmed   | Controls Required   | Additional Controls Specific to The Office  | Action by who?                     | Action by when?  | Done |
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| <p><b>Spread of Covid-19 Coronavirus</b></p> | <ul style="list-style-type: none"> <li>• Council staff</li> <li>• Councillors</li> <li>• Volunteers</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically enters the Council office.</li> </ul> | <p><u>Attendance – Arrival Times</u><br/>To minimise the number of persons entering the meeting / venue at the same time</p> <p><u>Track and Trace</u><br/>All visitors MUST sign in and provide their contact details.</p> <p><u>Movement Through the Building</u></p> | <p>The Clerk will arrive by no later than 5.30pm to set up the meeting as detailed below.</p> <p>Councillors will be asked to arrive no sooner than 6pm and no later than 6.10pm.</p> <p>Members of the public will be asked to arrive no sooner than 6.15pm and no later than 6.25pm.</p> <p>No late admissions will be allowed (The Clerk as the key holder will need to be in the meeting).</p> <p>ALL times to be displayed in meeting notices and meeting agendas.</p> <p>An attendance register MUST be completed for every meeting and everybody who attends the meeting MUST provide their contact details.</p> <p>Visitors MUST adhere to the Community Centre Risk Assessment for movement around the building and the approved Exit procedure and obey all directional signage</p> | <p>ALL RISKS</p> <p>Town Clerk</p> | <p>ALL</p> <p>Every Meeting / Visit in The Office.</p> |      |

WEST BEDLINGTON TOWN COUNCIL – PUBLIC COUNCIL MEETING SPECIFIC RISK ASSESSMENT

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|  |  | <p><b>Hand Washing</b><br/>Gel sanitisers in office – for all staff and visitors.</p> <p><b>Cleaning</b><br/>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><b>Social Distancing</b><br/>Social Distancing - Reducing the number of persons in any meeting area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> | <p>All visitors to be requested to use the Gel sanitiser available upon entering the meeting. Gel to be available at building entrance and meeting room entrance.</p> <p>Signs displayed prominently in meeting venue as a constant reminder.</p> <p>All personal equipment and frequently touched surfaces should be sanitised both before and after visits.</p> <p>All public Council meetings to be held in the largest upstairs meeting room at Bedlington Community Centre.</p> <p>A maximum number of attendees (Councillors, Guests and Members of the public) to be agreed by the Council and advertised ahead of the meeting in meeting notices and meeting agendas.</p> <p>Seating to be arranged in a way that occupants maintain the 2-meter gap.</p> <p>Face masks must be worn by everyone for everyone’s protection.</p> |  |  |  |
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|  |  | <p><b>Ventilation</b><br/>Ensure the office is adequately ventilated whilst occupied.</p> <p><b>Symptoms of Covid-19</b><br/>If anyone displays signs of been unwell with a new continuous cough or a high temperature (or other known Covid-19 symptoms).</p> | <p>Entrants MUST take the next available seat furthest from the meeting entrance doorway. (This is to avoid crossing over / past those already seated).</p> <p>Exiting the meeting will be in a similar controlled manner to prevent crossing over / past other meeting attendees).</p> <p>Windows will be opened during meetings to ensure there is an adequate movement of fresh air.</p> <p>Air Conditioning will be switched off.</p> <p>No one who is experiencing or suspects they have any symptoms of Covid-19 should attend a public meeting. If it is obvious to The Council that an individual displays covid-19 symptoms they MUST be asked to vacate the meeting immediately. They should return home and advised to follow the stay at home guidance, including making an appointment for a covid-19 test.</p> <p>Public Health Authority should contact the Council through the Track and Trace system following any positive test results.</p> <p>All Councillors present MUST make decision as to whether or not it is safe to continue with the meeting.</p> |  |  |  |
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|  |  | <p><b><u>Paper Meeting Agendas</u></b><br/>Materials should not be shared, and avoidance of touching things already touched by others should be reduced.</p> <p><b><u>Exit from the Meeting</u></b></p> | <p>No paper agendas will be available.</p> <p>Councillors are encouraged to bring their own copy of the meeting agenda – either printed at home or provided in advance by the Clerk.</p> <p>Members of the public are to be encouraged to print their own copy of the meeting agenda at home (either from the Councils website or from agenda notification email – available to anyone who registers to the Councils mailing list).</p> <p>Any paper copies brought to the meeting MUST be taken away from the meeting.</p> <p>Depending on room layout a copy of the meeting agenda may be projected for members of the public to see.</p> <p>The Chair will read aloud the details of every agenda item. (including agenda item number and title).</p> <p>All meeting attendees MUST adhere to the Community Centre Risk Assessment for movement around the building and the approved Exit procedure and obey all directional signage.</p> <p>Attendees closest to the EXIT will be asked to leave first followed by the next closest and so on (This is to avoid crossing over / past those already seated).</p> |  |  |  |
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