



# FLEETWOOD TOWN COUNCIL

## Risk Assessment for the return to Face-to-Face Meetings

### DOCUMENT INFORMATION

|                    |   |
|--------------------|---|
| Issue Date:        | 25 May 2021   |
| Document Status:   | <b>Final v1.0</b>   |
| Effective From:    | 25 May 2021   |
| Scope of Document: | A record of guidance and actions to address or reduce identified risks to the Council and MOP |
| Objective:         | To record mitigating actions to address or reduce all identified risks to the Council and MOP |
| Author:            | <b>Clerk / Responsible Finance Officer to the Council – Irene Tonge</b>                       |
| Authorised by:     | Fleetwood Town Council  |
| Revisions – v1.0   |   |

Please note that in assessing risk, consideration should be given to the likelihood of the occurrence and the effect it would have.

Reviews of risks will be held a minimum of once yearly or whenever there is an envisaged change in responsibility.

### Symptoms of COVID-19

If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend until after a safe quarantine period has elapsed.

This following Risk Assessment has been posted on our Website.



# FLEETWOOD TOWN COUNCIL

## Risk Assessment for the return to Face-to-Face Meetings

| What are the Hazards?                        | Who might be harmed  | Controls Required   | Action by who?   |
|--|--|---|--|
| <p>The spreading of Covid-19 Coronavirus</p> | <p>Council staff<br/>Councillors<br/>MOP<br/>NEH Staff<br/>NEH Customers</p> | <p><u>Guidance</u></p> <p>All attendees should be checking the UK Government website periodically to check the latest guidance.</p> <p><u>Lateral Flow Tests</u></p> <p>They are available locally and also from the following website:<br/><a href="https://www.gov.uk/find-covid-19-lateral-flow-test-site/">https://www.gov.uk/find-covid-19-lateral-flow-test-site/</a></p> <p><u>Hand Washing</u></p> <p>Hand washing facilities to be available with soap and water are in place in the public conveniences.</p> <p>All attendees to be reminded of the importance of stringent hand washing procedures.<br/>See hand washing guidance:<br/><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><u>Drying of hands</u></p> <p>It is recommended to use disposable paper towels, and these are available at the NEH.<br/>All attendees to be reminded to use Gel sanitisers, which are placed in the meeting room and the conveniences.</p> <p><u>Cleaning Frequently</u></p> | <p>All Attendees</p><br><p>All Attendees</p><br><p>NEH</p><br><p>Clerk</p><br><p>All Attendees</p><br><p>All Attendees</p><br><p>All Attendees</p> |



# FLEETWOOD TOWN COUNCIL

## Risk Assessment for the return to Face-to-Face Meetings

|  |  |   |   |
|--|--|---|---|
|  |  | <p>It has been confirmed with the NEH management that the meeting room has been cleaned &amp; disinfected before our arrival to include, furniture and other objects, surfaces, door &amp; window handles and light switches, using appropriate cleaning products and methods. All reception and conveniences are also cleaned thoroughly at regular intervals.</p> <p><u>Social Distancing</u></p> <p>To be mindful of the number of persons in the meeting room; it must comply with the current legislation and adhering to the Government advice regarding the number of people allowed in the meeting room at any one time. This risk Assessment was carried out earlier today and was approved as safe to proceed.</p> <p>Reducing the duration of the meeting by prioritizing only urgent/important items for inclusion.</p> <p>Social distancing guidelines apply to all parts of the venue, not just the area where attendees are meeting. This includes entrances and exits, toilets etc.</p> <p><u>Wearing of Masks</u></p> <p>During this assessment it has been identified that wearing of masks is an essential requirement (unless medically exempt) and the mask must cover both your mouth and nose.</p> <p>Attendees are reminded to remove masks carefully and to dispose of</p> | <p>Clerk<br/>NEH</p><br><p>Clerk<br/>Chairman<br/>NEH Manager</p><br><p>Clerk<br/>Councillors</p><br><p>All Attendees<br/>NEH</p><br><p>All Attendees</p><br><p>All Attendees</p> |
|--|--|---|---|



# FLEETWOOD TOWN COUNCIL

## Risk Assessment for the return to Face-to-Face Meetings

|  |  |  |   |
|--|--|--|---|
|  |  | <p>them carefully and safely to reduce contamination.</p> <p><u>Ventilation</u></p> <p>When selecting these meeting facilities, specific care has been exercised to ensure that the room can be ventilated by the opening of the windows and doors.</p> <p><u>Attendees Meetings</u></p> <p>The meeting should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum duration.</p> <p>Consider the layout of the meeting room to reduce the number of attendees being face to face.</p> <p>The sharing of pens, documents and other objects should be avoided, this includes water jus and glasses.</p> <p>Attendees to be reminded that wearing of masks does not prevent people from contracting COVID but is a measure to reduce the risk.</p> | <p>All Attendees<br/>NEH</p> <p>Clerk<br/>NEH</p> <p>Clerk<br/>Councillors</p> <p>Clerk</p> |
|--|--|--|---|