

COVID-19 Committee Meeting Risk Assessment Form

Somerset West and Taunton Council is committed to maintaining the health, safety and welfare of Officers, Members and the public during the COVID 19 infections affecting the UK.

This risk assessment is specifically for the running of face to face, in person Committee meetings which will take place from 07 May 2021.

That follows the most up to date Government guidance which can be found at www.gov.uk

This assessment will be reviewed regularly as government guidance changes and further reasonably practicable ways of reducing the risk are developed.

Name of assessor(s)	Amy Tregellas	Building name	JMR Room, Deane House, Belvedere Road, Taunton
Date	14 May 2021	Review date	Weekly – next review Friday 21 May 2021
Describe all groups that may be at risk on the premises, e.g. staff, contract cleaners, maintenance contractors, members of the public, Children, etc.	Officers Members Members of the public		
HAZARD OR RISK	Spread/ Contraction of Coronavirus (Covid-19)		
TOPIC OR ACTIVITY	WHO WILL BE AFFECTED	CONTROL MEASURES	
Have the contents of this risk assessment been made publicly available?	Officers, Members, Public	<ul style="list-style-type: none"> • Each Member to be sent a copy • Email to be sent from Internal Communications so that all staff are aware of the risk assessment • Copy to be published on the Committee meeting section on the SWT website • Copy to be emailed to any Members of the public that register to speak in person at the meeting • Copy to be stuck on the wall outside the committee room for viewing 	

TOPIC OR ACTIVITY	WHO WILL BE AFFECTED	CONTROL MEASURES
Guidance for people attending a Committee meeting	Officers, Members, Public	<ul style="list-style-type: none"> • An information sheet has been prepared for Members and Officers containing all of the useful information they need to have for coming back into Committee meetings at Deane House • An information sheet has been prepared for members of the public containing all of the useful information they need to have for participating in the democratic process (to be published on the website)
Have people attending a committee meeting been provided with suitable systems for raising concerns?	Officers, Members, Public	<p>Officers, Members and the public will be advised to use the governance email address (governance@somersetwestandtaunton.gov.uk) to raise any concerns.</p> <p>Any concerns raised will be picked up and reviewed when the risk assessment is reviewed on a weekly basis (or immediately if it is something urgent that can't wait until the weekly update)</p>
People at increased risk of Covid-19	Officers, Members, Public	<p>Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to not attend a face to face committee meetings and should be particularly stringent about following social distancing measures.</p> <p>Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.</p>
Are Covid-19 safety notices displayed clearly	Officers, Members, Public	Notices will be placed by the entrances and exits to Deane House and also in the vicinity of the JMR Chamber
Public Committee meetings	Officers, Members, Public	<ul style="list-style-type: none"> • Only public Committee meetings will be held in person. • Member Briefings and other non-public committee meetings will continue to take place virtually
Pre attendance checks before attending a Committee meeting	Officers, Members, Public	<ul style="list-style-type: none"> • All attendees will be asked to complete the Covid-19 checklist questions before being able to attend the Committee meeting (attached) • Members of the public registering to attend will need to provide their contact details for the Track and Trace system. • All to be reminded of the availability of lateral flow tests
Individual attendance at Committee meetings	Officers, Members, Public	The maximum capacity of the JMR plus opened up CM1 and CM2 Committee Rooms is 30.

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		<p>Only those individuals who are playing an 'active role' in the meeting will be able to attend:</p> <ul style="list-style-type: none"> • Members on the Committee • Members presenting reports • Key Officers • Members of the public that have registered to speak <p>The number of public and non-committee Members able to attend will vary from Committee to Committee, and a calculation has been done to work out the number of Members on the Committee plus Members presenting reports and relevant key officers. This then leaves 10 slots for members of the public (or non-committee members, if appropriate)</p> <p>A register and list of the contact details for officers and Members will be kept by the Governance Team</p> <p>Members of the public that are not registered to speak will be asked to watch the live webcast at home.</p> <p>Non-committee Members who are not playing an active role (i.e. not on the Committee or presenting a report) will be asked to watch at home.</p>
Public attendance at meetings	Public	<p>Only members of the public who are registered to speak will be able to attend meetings in the Chamber.</p> <p>The meetings will continue to be live webcast so that they can be watched at home</p> <p>All attendees will be asked to complete the Covid-19 checklist questions before being able to attend the Committee meeting (attached)</p> <p>Members of the public registering to attend will need to provide their contact details as per the Track and Trace system.</p> <p>If members of the public choose not to attend in person they will either be able to dial in using Zoom to ask their question or have their participation read out by a member of the Governance Team</p>

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Travelling to Deane House	Officers, Members, Public	Information on travelling to Deane House can be found in the information sheets that have been prepared for Members and Officers and the public – based on the Corporate Risk Assessment on safe travel
Setting up the Committee Chamber	Officers	<ul style="list-style-type: none"> • The desks in the Chamber have been spaced out so that there is 2m distance between Members and Officers in attendance • There is a separate desk for Members or Officers presenting their reports • There is a separate desk for members of the public to use when they are invited to speak • A small number of members of the public will be able to sit in CM1 or CM2 and watch the meeting on the television screen • A one way system will be in place for entering and exiting the Chamber • Extra signage will be put up to cover new processes, requirement for face coverings (social distancing, hand hygiene, Covid symptoms) • There will be hand sanitiser and anti-bacterial wipes dotted around the chamber • Desks will be cleaned and sanitized prior to the meeting. • Members and officers will be asked to wipe down the desk and microphone at the end of the meeting • Screens are available to be placed on desks
Members and Officers arriving at Deane House	Members and Officers	<ul style="list-style-type: none"> • Entrance to Deane House will be at the side of the building (opposite the flag pole) • Face masks are to be worn when moving around the building • Use the hand sanitiser provided immediately on entry • Use the staircase next to the Chamber to go up to the first floor • Avoid touching face, touching surfaces unnecessarily, shaking hands or physical contact • Maintain social distancing or at least one metre plus, preferably 2 metres between people
Members of the public arriving at Deane House	Public	<ul style="list-style-type: none"> • Public speakers - arrive at reception • Visitors are advised to arrive promptly for the committee meeting and that no access will be allowed ahead of the meeting time • Wait in reception for an officer to come and collect • Officers will have a register of who has registered to speak and will tick people off when they are collected

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		<ul style="list-style-type: none"> • Officers will take members of the public up to the Chamber following the appropriate one way system • Only members of the public who have registered to speak and have completed the Covid questionnaire will be able to attend the meeting. Everyone else will not be permitted entry to the chamber • Must wear a face mask • Use the hand sanitiser provided immediately on entry • Members of the public will either be taken straight into the chamber or located in a socially distanced waiting area • If in the chamber they will be located (socially distanced) in either the CM1 or CM2 room and be able to watch the meeting on the TV monitor • If taken to the waiting room they must wait until collected before entering the chamber and must maintain two metre distance from all other people in the waiting area • Avoid touching face, touching surfaces unnecessarily, shaking hands or physical contact • Maintain social distancing of at least 1 metre plus, preferably 2 metres between people
Use of the lift	Officers, Members, Public	<ul style="list-style-type: none"> • Members, Officers and the Public needing to use the lift will need to access Deane House through the public front door • Use hand sanitiser immediately on entry to reception and before entering the lift. • Lift to be used on a one at a time basis only (or in conjunction with someone else from your household or bubble) • The lift will be subject to regular cleaning – with particular attention being paid to the buttons
Departing Deane House	Officers, Members, Public	<ul style="list-style-type: none"> • Leave the chamber and follow the one way system down the main marble stairs and out of the main front door
Member/Officer presentation of reports	Members & Officers	<ul style="list-style-type: none"> • A desk has been allocated for use by Members/Officers presenting reports to the Committee • The desk is cleaned and wiped with antibacterial wipes prior to the start of the meeting • Depending on the numbers of people in the Chamber, the Member/Officer presenting their report may be required to wait in the waiting area until their item of business is reached on the agenda

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		<ul style="list-style-type: none"> • Members/Officers must wear face masks at all times when moving around the office and Chamber • When invited by the Chair of the meeting, the Member/Officer will come forward to the desk and present their report • Members and officers presenting reports will be asked to wipe the desk and microphone with antibacterial wipes following the conclusion of their agenda item • Depending on numbers of people in the Chamber, the Member/Officer may then be asked to leave the meeting
Public Speaking	Public	<ul style="list-style-type: none"> • A desk has been allocated for use by public speakers when making a statement to the Committee • The desk is cleaned and wiped with antibacterial wipes prior to the start of the meeting • Depending on the numbers of people in the Chamber, the member of the public may be required to wait in the waiting area until their item of business is reached on the agenda • Face masks must be worn at all times when moving around the office and Chamber (except when speaking to the Committee) • When invited by the Chair of the meeting, the member of the public will come forward to the desk and make their statement • Members of the public will be asked to wipe the desk and microphone with antibacterial wipes following the conclusion of their statement • Depending on numbers of people in the Chamber, the member of the public may then be asked return to their seat in the CM1 or CM2 room or go back to the waiting room • Once their agenda item has been concluded the member(s) of the public will be asked to leave Deane House
Committee Members	Members	<ul style="list-style-type: none"> • Members are asked to arrive at Deane House at least 20 minutes before the start of the meeting, in order to allow people to arrive at separate times and reduce congestion • Members are instructed to take their seats immediately after arriving and to refrain from mingling, private conversation and making contact with surfaces they don't need to. • Members are reminded to bring their iPad and own pens and paper if required

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Officer attendance at meetings	Officers	<ul style="list-style-type: none"> • Officers will be required to attend the meeting in the Chamber if they are playing an 'active role' in the meeting, including: <ul style="list-style-type: none"> ○ Committee Clerk ○ Tech support Officer ○ Governance Team (to assist with navigating people in a Covid-19 secure way) ○ Section 151 Officer ○ Monitoring Officer/legal officer ○ Chief Executive/Director(s)/ Assistant Director(s) ○ Officers presenting reports (e.g. at Regulatory Committees such as Planning Committee) • For meetings of Council, Executive and Scrutiny Committees, the Portfolio Holder will be the person presenting the report and playing the 'active role' • All other officers that are not playing an 'active role' are asked to join the meeting via Zoom from home
Non-Committee Members	Members	<ul style="list-style-type: none"> • Due to restricted numbers of people being allowed in the Chamber, non-committee Members that are not playing an 'active role' in the meeting will be asked to dial into the meeting virtually • Once the deadline has passed for public speakers to register, if there are any spaces available to attend the meeting in person – discussion will be had with the Group Leaders as to the names of any non-committee Members who wish to attend in person • Non-committee Members are asked to arrive at Deane House 15 minutes before the start of the meeting and to remain in the reception to be collected and shown to a seat by an officer • Non-committee are instructed to take their seats immediately after arriving and to refrain from mingling, private conversation and making contact with surfaces they don't need to.
Face Coverings	Officers, Members, Public	<ul style="list-style-type: none"> • Everyone attending Deane House will be required to wear a face mask (unless they have an exemption) • Masks must be kept on at all times when moving around Deane House
Promoting Hand Hygiene	Officers, Members, Public	<ul style="list-style-type: none"> • Hand sanitiser stations are provided in the reception at Deane House as well as in the chamber and waiting area • Members, Officers and Public are advised to regularly wash or sanitise their hands (in the information sheet)

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Track and Trace	Officers, Members, Public	<ul style="list-style-type: none"> • A register and list of the contact details for officers and Members will be kept by the Governance Team • Members of the public registering to attend will need to provide their contact details as per the Track and Trace system.
Refreshments and use of kitchen	Officers, Members, Public	<ul style="list-style-type: none"> • The kitchen will not be open to use • Members, officers and public attending the Committee meeting are advised to bring their own refreshments • Attendees should take home all litter and not leave items which others will have to touch to dispose of.
Use of toilets	Officers, Members, Public	<ul style="list-style-type: none"> • Operate on a one in one out policy with signage • Use hand sanitiser before and after use • Maintain social distancing at all times • Ensure regular deep clean process is as per the risk assessment – safe use of Corporate Buildings
Ventilation	Officers, Members, Public	<ul style="list-style-type: none"> • Ventilation and air conditioning system has been reviewed in accordance with the HSE S guidance • The windows in the chamber will be open to ensure ventilation during the meeting
Cleaning	Officers, Members, Public	<ul style="list-style-type: none"> • There is a regular cleaning schedule in place particularly focusing on areas of high use such as door handles, light switches, waiting areas. • We provide hand sanitiser and antibacterial wipes in the chamber and waiting areas. • Members/Officers presenting reports will be asked to wipe the desk and microphone with an antibacterial wipe once they have concluded their agenda item • Public speakers will be invited to sit at a desk to address the Committee. When they have finished speaking they will be asked to wipe the public speakers desk and microphone with an antibacterial wipe once they have finished speaking.
First Aiders	Officers, Members, Public	<ul style="list-style-type: none"> • Facilities team to provide first aid cover if required
Emergency evacuation	Officers, Members, Public	<ul style="list-style-type: none"> • Facilities team to act as fire wardens in the event of an alarm

TOPIC OR ACTIVITY	WHO WILL BE AFFECTED	CONTROL MEASURES
		<ul style="list-style-type: none"> • The Governance Team have carried out a Personal Emergency Evacuation Plan (PEEP) for any Members that have a disability • Members of the public who register to speak will be asked if they have any disabilities which would mean they would require assistance in the event of an emergency evacuation.
Monitoring and Review of this risk assessment	Officers, Members, Public	<ul style="list-style-type: none"> • Government guidance has been followed in producing this risk assessment and procedures, which are Covid-19 secure • The risk assessment will be reviewed on a weekly basis to ensure that working practices are the most appropriate given the government guidance available at the time as well as feedback from individuals who have attended the meeting.

Assessors confirmation

I have carried out this assessment and have/ have not (delete as appropriate) made recommendations for actions to be taken to achieve compliance, based on my findings on the day of the assessment

Name: Amy Tregellas

Signature: