



## **Warndon Parish Council**

### **Covid-19 safety measures for Face-to-Face meetings**

*Based on guidance from the National Association of Local Councils (NALC)*

From May 2021 as face-to-face council meetings resume, there will still be the risk to attendees of COVID-19 exposure. The Parish Council has conducted a risk assessment which considers what can be done to reduce this risk to councillors, staff, and the public, and has introduced safety measures, as follows:

#### **Meeting Venue**

- Meetings will be held at the Lyppard Hub, which is large enough to allow social distancing; rooms have good ventilation and windows and doors will be opened where possible. The Parish Council will be using a larger meeting room than normal - to allow for social distancing and to ensure capacity over and above normal levels of attendance. In the unusual event that the room capacity is exceeded, members of the public would be encouraged to submit questions via email.
- The Lyppard Hub conforms with government guidance and has adopted a Covid Secure Risk Assessment, which identifies the venue's maximum capacity and considers the need for social distancing (see Annex attached). The Lyppard Hub displays an official NHS QR code poster to support 'Test and Trace', which is used for every activity that takes place there.

#### **Meeting protocols**

- Attendees are required to scan the NHS QR code using the NHS COVID-19 app. If they are unable to do this, they must provide their name and contact details to the Clerk. This is to ensure everyone receives the necessary public health advice in a timely manner. Records will be kept securely for 21 days and provided to NHS Test and Trace if requested.
- Hand sanitiser will be provided for those entering the meeting room and will be readily available in the room itself.
- Arrival and exit times for staff, councillors and members of the public will be staggered.
- Seating will be placed at least 2-metres apart and, where possible, arranged so that people are not facing each other directly.
- Everyone will be required to wear a face mask unless they are medically exempt or have other good reason not to do so (in accordance with government guidelines).
- Hard copy papers will not be provided for the meeting; reports and relevant information will be available electronically to Parish Councillors via Microsoft Teams and to members of the public on the Parish Council website. If meeting participants do bring their own papers, they are discouraged from sharing them with others and are asked to take their papers with them at the end of the meeting to minimise how many people handle them.
- Meeting participants are encouraged to bring their own writing materials should they require them and are discouraged from sharing them with others.

## ANNEX - Lyppard Hub Covid Secure Risk Assessment

<b>PERSONS LIKELY TO BE AT RISK.</b> Volunteers, staff, contractors, visitors and public				<b>TRAINING REQUIREMENTS;</b> Staff and volunteer training: Covid safe environments In house staff training about the importance of cleaning regularly.			
HAZARD & POTENTIAL HAZARDOUS EVENT	CONSEQUENCE (C) RATING	LIKELIHOOD (L) RATING	RISK SCORE	CONTROL MEASURES	REVISED C RATING	REVISED L RATING	FINAL RISK SCORE
Contracting COVID19 Contaminated surface	5	4	20	<ul style="list-style-type: none"> <li>Ask staff to work from home where possible</li> <li>Staff, volunteers, contractors, and members of the public should not visit if they have symptoms or have knowingly been in contact with someone that has symptoms of Covid19. Should you or anyone you have been in contact with tested positive report to NHS Test and Trace scheme.</li> <li>Where staff are on site, staff should wear suitable PPE when dealing with customers including face mask and gloves where necessary and when cleaning.</li> <li>A face covering should be worn when visiting the Hub in all enclosed public spaces by everyone over the age of 11 years, including staff.</li> <li>Additional hand sanitiser will be available on each desktop for staff, upon entry and at various points throughout the building for all visitors.</li> </ul>	5	2	10

				<ul style="list-style-type: none"> <li>Hygiene reminder posters will be displayed throughout the building including the latest Government advice.</li> <li>Staff and volunteers will receive training regarding changes in operations</li> </ul>			
Contracting the virus through close contact (within 2 meters)	5	5	25	<ul style="list-style-type: none"> <li>Ask staff, volunteers, contractors and members of the public not to visit if they have symptoms or have knowingly been on contact with someone that has symptoms of Covid19. Should you or anyone you have been in contact with tested positive report to NHS Test and Trace scheme. Symptoms include: High temperature (37.8 degrees or above a new continuous cough, loss or change to their sense of smell or taste. Should anyone display symptoms, they should isolate for 10 days. However, if they have a test for COVID-19 and the test is negative, they can return after 7 days.</li> <li>Reduce the capacity of the venue including the use of individual rooms and ask all groups to ensure they make allowances for social distancing within their own settings.</li> <li>Ensure clear social distancing markers are in the public areas with a 2-meter guide.</li> <li>Social distance reminder posters in every room and in public spaces.</li> <li>Reminder that the play equipment is owned by WCC on each exit door</li> </ul>	5	2	10

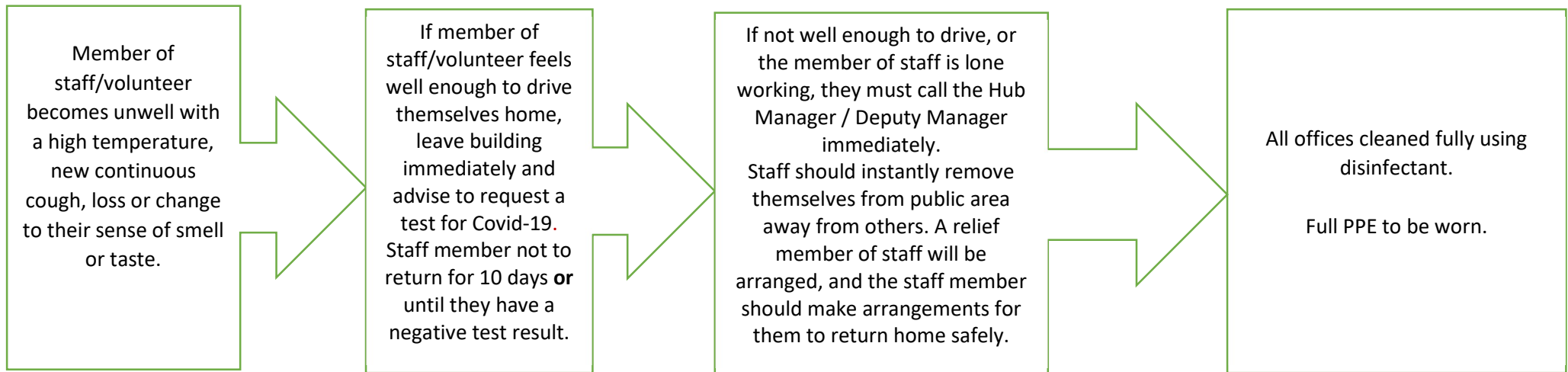
				<ul style="list-style-type: none"> <li>• Protective screens have been installed on the reception desk</li> <li>• Provide staff and volunteers with PPE should they wish to wear it.</li> <li>• Where possible keep rooms well ventilated during and after room hire bookings, leaving windows open. Air conditioning units at the Hub use fresh air from outside. These can continue to be used.</li> <li>• Enhanced cleaning throughout the building will be done throughout the day including high risk touch points including light switches and door handles.</li> </ul>			
Contracting C19 via the toilets Cleaning (Guidance is taken from the Gov.uk website)	5	4	20	<ul style="list-style-type: none"> <li>• Toilets are cleaned daily and checked every hour for additional cleaning throughout the day. Surfaces are wiped down with an antibacterial spray including taps, sinks, door handles and toilet flush handles. Staff will complete a check sheet after each review.</li> <li>• Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>• Putting up a visible cleaning schedule which will be kept up to date and visible.</li> <li>• Providing more waste facilities and more frequent rubbish collection.</li> </ul>	5	2	10

Catching Covid19 Lack of social distancing: Toilets	5	4	20	<ul style="list-style-type: none"> <li>• Only one person to be permitted to use the toilet at a time, unless you are from the same family group or support bubble.</li> <li>• Signage displayed in toilets promoting hand washing routine – all people encouraged to follow recommendation.</li> <li>• Toilets to be regularly cleaned throughout the day and at the end of the day.</li> <li>• Where possible, doors will be pinned open to reduce contact with surfaces</li> </ul>	5	2	10
Catching Covid19 Lack of Social Distancing: Corridors	5	4	20	<ul style="list-style-type: none"> <li>• Implement one-way systems on entry/exit where rooms and space allow to reduce bottlenecks at pinch points.</li> <li>• Groups are asked to use fire escape doors where possible to exit the building to reduce footfall in corridors</li> <li>• Keep the facilities well ventilated, for example by fixing doors open where appropriate.</li> <li>• Hand sanitiser available on entry and at various points throughout the building</li> <li>• All chairs have been removed from waiting spaces to remove the risk of social gatherings.</li> </ul>	5	2	10
Contact with shared resources resulting in indirect transmission of the virus.	5	4	20	<ul style="list-style-type: none"> <li>• Provide individual resources for each person, wherever possible; ie pens for reception. Where this is not possible items will be cleaned after each use.</li> <li>• Encourage people not to share any resources.</li> <li>• (Youth club) Where a resource is shared by young people, that item will be sanitised and the young people will wash their hands and/or apply alcohol gel hand sanitiser.</li> </ul>	5	2	10

Risk of direct transmission of the virus through contact with parents/carers and visitors.	5	4	20	<ul style="list-style-type: none"> <li>One-way system to be implemented</li> <li>Anyone displaying symptoms should NOT attend</li> <li>Where parents attend sessions with children, adults are advised to arrive no more than 3 minutes before allocated time</li> <li>General enquiries are encouraged via telephone or email rather than in person</li> <li>Only essential maintenance visitors on site – no other visitors permitted.</li> </ul>	5	2	10
Emotional distress, stress and anxiety in staff.	3	3	9	<ul style="list-style-type: none"> <li>Clear and concise communication to staff regarding the risk assessment and planning process – plans shared throughout and opportunity to discuss and contribute.</li> <li>Workload kept manageable at all times and fairly distributed.</li> <li>Ensure staff have adequate breaks and opportunities to talk to colleagues at a safe (2m) distance.</li> <li>Helplines and wellbeing information shared.</li> <li>Adequate planning and preparation time allocated.</li> </ul>	3	2	6
First aid during Covid19 (Lack of social distancing)	5	4	20	<ul style="list-style-type: none"> <li>Ensure staff wear a face mask and gloves while performing first aid.</li> <li>Should you need to perform CPR; Staff must use a disposable face shield found in the Defib box. All waste products must be disposed of using the yellow sacks (double bagged).</li> <li>Thorough hand washing must be done at regular intervals</li> </ul> <p>Further advice from St Johns Ambulance is provided to staff which forms part of their return to work</p>	5	3	15

				training. <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a>			
Damage to community reputation or goodwill through incidences of infection and/or further complications.	3	3	9	<ul style="list-style-type: none"> <li>• Preventative measures specified above.</li> <li>• Clear communication to customers before reopening about risks.</li> <li>• (Youth Club) Consent gained for young people intending to attend.</li> <li>• (Youth Club) Verbal compliance from parents regarding NHS Test and Trace</li> </ul>	2	2	4

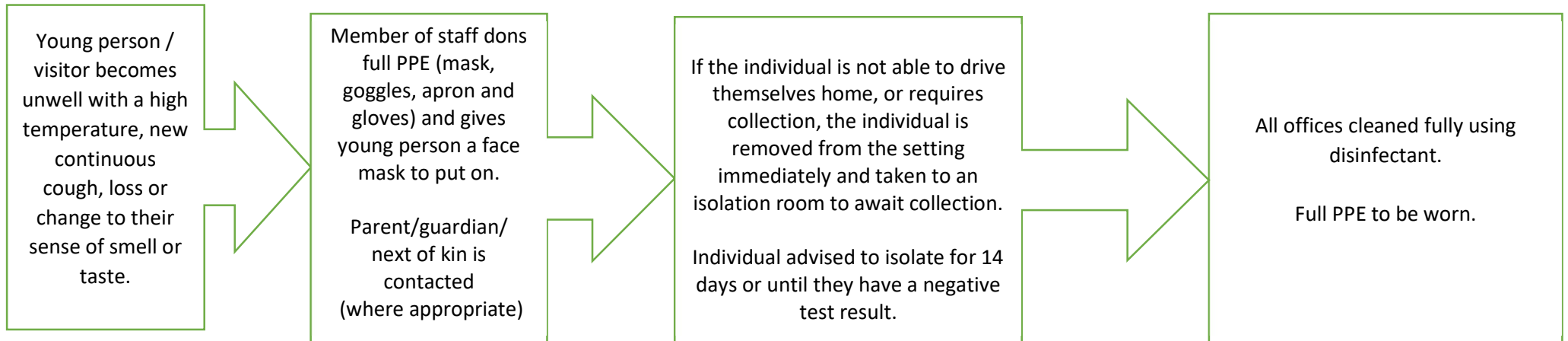
### What to do if a member of staff/volunteer becomes unwell during a shift:



**\*\* CONTACT NHS TEST AND TRACE SCHEME ON 119 AND FOLLOW ADVICE GIVEN \*\***



### What to do if a visitor or young person becomes unwell while at Lyppard Hub:





Got coronavirus symptoms?

**1** **Start isolating**

- you for **7 days**
- household for **14 days**



**2** **Book a test**

- [NHS.uk/coronavirus](https://www.nhs.uk/coronavirus)
- or call 119

negative  
for COVID-19



- Household stops isolating immediately
- You stop isolating if you feel well

positive  
for COVID-19



**3** **Share contacts**  
via **NHS Test and Trace**

**STAY ALERT • CONTROL THE VIRUS • SAVE LIVES**

If you have been in close contact  
with someone who tests positive

**1** **You may be alerted**  
by **NHS Test and Trace**



**2** **Isolate** for **14 days**  
after close contact



if you develop symptoms

**3** **Book a test**

- Household isolates for 14 days

negative  
for COVID-19

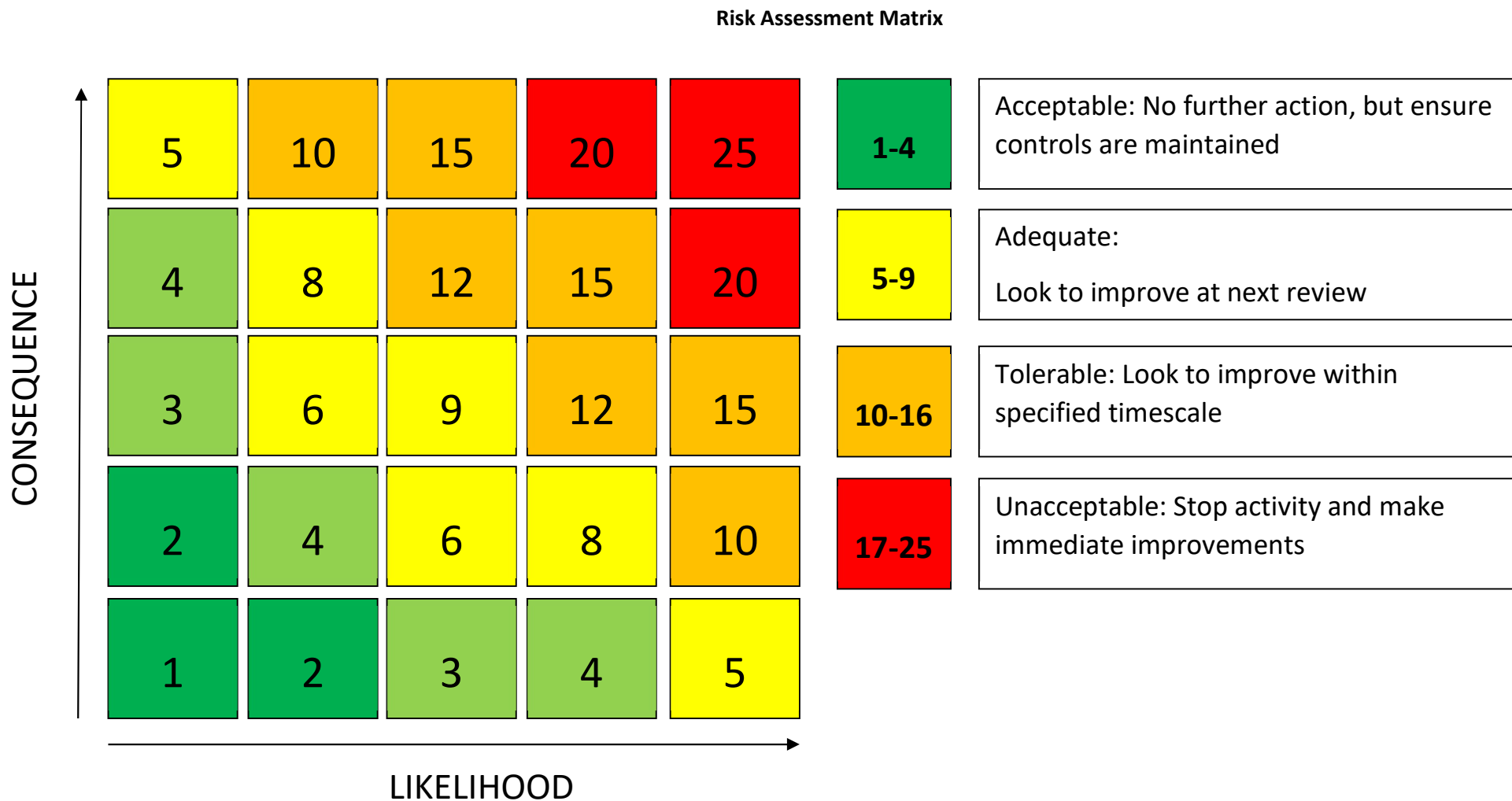


- Household stops isolating immediately
- **You complete 14 day isolation**

positive  
for COVID-19



- **You begin new 7 day isolation**
- Household completes 14 day isolation



**Likelihood:**

1. **Very Unlikely:** 1 in a million chance of a hazardous event happening
2. **Unlikely:** 1 in 100,000 chance of a hazardous event happening
3. **Fairly likely:** 1 in 10,000 chance of a hazardous event happening
4. **Likely:** 1 in 1,000 chance of a hazardous event happening

**Consequence:**

1. **Insignificant:** No injury
2. **Minor:** Minor injury needing first aid
3. **Moderate:** Up to three days' absence
4. **Major:** more than 3 days' absence