

490

Operation of Community Events safely in Town Hall during COVID-19.

Area of Interest

COUNCIL MEETINGS, COUNCIL PROPERTY & DOCUMENTS, EMPLOYMENT OF STAFF, FINANCIAL MANAGEMENT, NEWSLETTERS, TOWN HALL, PROVISION OF WEBSITE/INTERNET ACCESS

Nature of Hazard

Regulatory, Administration/Legal, Financial, Health & Safety

Groups Affected

Tenants, Staff, Attendees at an Event, Constituents

Owner

Judith Giles

Cause

Pandemic, or local outbreak of viral contagion
Non compliance with Social Distancing rules.

Description

Making Council Chamber and Court Room COVID Secure for both staff and visitors.

Crime

Yes

Insurance

Impact

Unable to provide services.
Unable to have council meetings.

Assessment

	Impact	Likelihood		Rating	Level
Inherent	Major	Unlikely		MEDIUM	3
Current	Major	Unlikely		MEDIUM	3
Target	Major	Unlikely		MEDIUM	3

Control evaluation

Strong Controls

Risk Evaluation

Tolerable

Current Controls

Coronavirus Procedure in place.
Each event to be Risk Assessed and to have its unique precautions implemented as per the booking instructions.
Government guidance on Gov.uk website.
Vulnerable Staff working only at safe agreed tasks.
Staff to observe 2m distancing. When not possible 1m+ to be ensured with possible mitigation. Time kept to absolute minimum when these breeches occur.
Sinage to be used to reinforce message. Barriers and removable tape to be used to delineate flow and prohibited areas.
Hand gel provided to each individual staff member.
Servery to be used as an Attendants PPE station. Disposable masks, face shields and gloves are kept here. Additional ready use cleaning products also kept here. Screen wipes, disinfectant spray, paper wipe.
Cleaning of communal high risk touch surfaces cleaned regularly throughout occupation. These are: Handrails, door push plates and knobs, switches, toilet taps and WC flush buttons.
Toilets provided with disposable paper towels. These can also be used to open doors.
Additional waste bins provided outside toilets.
Toilets to be kept locked and use managed to one person at a time.

Closable barriers installed to limit public passage through on essential areas.
Rear door to be utilised to enable one way flow to prevent
Kitchenette not being used with Staff bringing in flasks and bottled water for own use.
Reception hatch not to be opened.
Ventilation to be switched on when rooms occupied. And/or windows opened to improve ventilation.
Screen available to place on tables providing a barrier between people.
Regular cleaning of surfaces.
Areas to be thoroughly cleaned before and after events. 72 hour area quarantine can also be utilised.
Cleaning and PPE guidance issued to Attendants.

Proposed Actions

Review as Government guidance changes.

Action Status	<input type="text" value="In progress"/>	Action Owner	<input type="text" value="Howard Brisland"/>
Target Date	<input type="text" value="25/05/2020"/>		

Review

Last Review	<input type="text" value="16/07/2020"/>	Next Review	<input type="text" value="27/07/2020"/>
Reviewed by	<input type="text" value="Howard Brisland"/>	Review Period	<input type="text" value="Weekly"/>

Review Notes