

Title of Risk Assessment:	Returning to Endeavour House with COVID-19 precautions – Risk Assessment	This risk assessment is generic: It is recommended that this Risk Assessment is reviewed by a competent person at the start of the task or activity. Any tasks or activities outside the scope of this risk assessment will require a task or site-specific assessment to be conducted prior to work being undertaken. The Line Manager / Supervisor is responsible for this.	
Workplace / Location:	Endeavour House		
List task/s or activities:	<ul style="list-style-type: none"> Council Meetings Committee Meetings 	Key for who could be harmed:	AP = Apprentices, AW = Agency Workers, C = Contractors, E = Employees, EM = Elected Members, P = Public, V = Visitors, VO = Volunteers, YP = Young Persons
		Date of risk assessment:	14/09.2021
		Name and job title/s of risk assessor/s:	Janice Robinson – Corporate Manager (Law and Governance) Alicia Norman – Technical Project and Research Officer (Law and Governance)
		Review Date:	

This Risk Assessment does not replace any other site risk assessments but serves as an appendix to these for Covid -19 secure arrangements. The Risk Assessment investigates potential hazards responsible for causing the spread of COVID-19 as detailed by the Government.

Hazards	Who could be harmed?	How could they be harmed?	Inherent Risk Score		Control measures in place to avoid / reduce risk	Residual Risk Score		Control measures adequate? Y/N. If No, state action needed, by who & by when
			L	I		L	I	
Contamination through physical contact	AP, AW, C, E, EM, P, V, VO, YP	- Risk of infection with COVID-19, prolonged sickness.	6		<ul style="list-style-type: none"> Social distancing measures to prevent crowding and personal contact. Hand sanitiser stations available with hand washing facilities available on site. Seating areas wiped down and sanitised between uses with signs indicating that the station has recently been used. 	2		Yes
			2	3		1	2	

					- Ban on sharing resources between people i.e. pens, papers and other objects.			
Contamination through close proximity to others	AP, AW, C, E, EM, P, V, VO, YP	- Risk of infection with COVID-19, prolonged sickness.	6		<ul style="list-style-type: none"> - Social distancing enforced where possible. - Face masks will be mandatory to wear by all unless individuals are exempt for specified medical reasons. - Individuals sitting side-by-side rather than face-to-face to restrict direct transmission of the virus. - Markings on the floor and desks to enforce distancing and restricting movement and placement within the chamber. 	2		At council meetings councillors will be requested to sit on alternative seats due to the capacity in the Council Chamber and 2m social distancing will not be possible. Advice will be given to councillors to minimise contact.
			2	3		1	2	
Contamination through large mixing in a closed environment	AP, AW, C, E, EM, P, V, VO, YP	- Risk of infection with COVID-19, prolonged sickness.	6		<ul style="list-style-type: none"> - Restriction on number of people attending meetings – limited by social distancing measures and capacity of the chambers. - Controlled routes in and out of the Council chambers to prevent unnecessary crowding and potential transmission. - One-way routes around the Council chamber that must be adhered to by all individuals – creates a controllable flow of traffic. - Encourage and enforce members to go through lateral flow tests to identify positive cases and eliminate the potential spread of the virus. 	2		Yes
			2	3		1	2	

					<ul style="list-style-type: none"> - Face masks, hand sanitiser and social distancing measures. - Enact preventions and guidelines for using facilities outside of the chambers – limiting visits to the bathroom, leaving the chamber during breaks, going into shared workspaces etc. to prevent unnecessary mixing. - Keep meetings as short as possible to limit exposure. 			
Contamination through unidentified COVID-19 case	AP, AW, C, E, EM, P, V, VO, YP	- Risk of infection with COVID-19, prolonged sickness.	6	2 3	<ul style="list-style-type: none"> - Encourage and enforce members to go through lateral flow tests before meetings to identify positive cases and eliminate the potential spread of the virus. - QR code logging system for checking in to the council buildings to keep a digital record of who is attending for further contact in the event of a positive case. - Face masks, hand sanitiser and social distancing measures as recommended by the Government to suppress transmission. 	2	1 2	Yes
Contamination through exposure to the public	AP, AW, C, E, EM, P, V, VO, YP	- Risk of infection with COVID-19, prolonged sickness.	6	2 3	<ul style="list-style-type: none"> - Encourage members of the public to take lateral flow tests and provide evidence of a negative result prior to attending the meeting. - Introduce COVID ushers and marshals to oversee the management and behaviour of members of the public both entering and exiting the 	2	1 2	Yes

					chamber/offices and during waiting times to prevent spread. <ul style="list-style-type: none"> - Restrict members of the public from spending time in the chamber – only call individuals in for their designated item and then dismiss them afterwards so as to not prevent overcrowding and unnecessary attendance. - Limit contact between members of the public and staff members. 			
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To be completed by the line manager or another responsible person	I confirm I have provided a copy of this risk assessment to the person named below.	
	Signed:	
	Print Name:	
	Date:	
To be completed by the person receiving this risk assessment	I confirm I have been provided with a copy of this risk assessment and understand the content.	
	Signed:	
	Print Name:	
	Date:	

Notes:

- See the Risk Assessment tile in the H&S pages on Connect for the Councils' Risk Assessment procedure and flowchart, guidance regarding this template and on risk assessment in general.
- Please contact a member of the Health and Safety team if assistance is needed or email healthandsafety@baberghmidsuffolk.gov.uk.