



# MELTON PARISH COUNCIL

FRM(21)17.03

## Melton Parish Council COVID-19 Risk Assessment and Infection Control Policy for Hybrid Council Meetings

Melton Parish Council may be required to hold hybrid (mix of virtual and face to face) meetings after the 6<sup>th</sup> May 2021. To mitigate the risk of Covid19 transmission a risk assessment has been carried out and this document details the precautions that would be taken.

### Key Points

- Face to face attendance will be required but members can join virtually with the exception of the Chair and the person acting as Clerk.
- Attendance at the Melton Parish Council premises would be limited to 20 attendees to ensure social distancing.
- A one-way system would be put in place and no-one except staff would have access to the office area.
- Attendees will be required to wear face masks and wash hands/use hand sanitiser on arrival.
- Hand sanitiser will be provided at the entry and exit points and in the meeting room.
- Papers will not be distributed and must not be shared.
- Social distancing must be observed at all times.
- An enhanced cleaning regime will be implemented.
- Attendees will be required to check in using the QR code or by providing contact details for the purposes of Track and Trace.

### Key principles:

1. Minimise contact with individuals who are unwell
2. Clean your hands often
3. Maintain respiratory hygiene (catch it, bin it, kill it)
4. Clean surfaces that are touched frequently
5. Minimise contact and mixing
6. Engage with NHS Track and Trace
7. Manage confirmed cases of coronavirus (COVID-19)

**1. Minimise contact with individuals who are unwell.**

Date	Identify Hazards	What can be done to remove or lessen the risk?
	<p>I, someone in my family or a staff member is unwell with symptoms of coronavirus (a new continuous cough or sudden loss or change of sense of taste or smell, or a sudden high fever).</p> <p>A meeting attendee, or a member of their household has symptom of coronavirus, comes to the meeting with symptoms of coronavirus.</p>	<p>If I have, or am showing symptoms of, coronavirus, I will stay at home in line the <a href="#">guidance for households with possible coronavirus infection</a> (England). If there is no other individual to run the meeting, the meeting will not take place and will be rearranged.</p> <p>If an attendee or a member of their household shows symptoms of coronavirus, they should stay at home until having a negative test or the end of the isolation period. They can join the meeting virtually using Zoom.</p>

**2. Clean your hands often.**

<b>Date</b>	<b>Identify Hazards</b>	<b>What can be done to remove or lessen the risk?</b>	<b>Action To Take (mark when done)</b>	<b>Recheck: when and how</b>
	<ul style="list-style-type: none"><li>• Infection spreads easily from unclean hands.</li></ul>	<ul style="list-style-type: none"><li>• Clean hands more often than usual, particularly after touching my face, blowing my nose, sneezing or coughing, and before eating or handling food.</li><li>• To clean hands either wash hands thoroughly for 20 seconds with soap and running water and dry them thoroughly, or use alcohol-based hand sanitizer, ensuring that all parts of the hands are covered.</li></ul>	<ul style="list-style-type: none"><li>• Check stocks of soap and handwash as well as paper towels for drying</li><li>• Provide hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself.</li></ul>	<ul style="list-style-type: none"><li>• Before the meeting</li></ul>

### 3. Respiratory hygiene (catch it, kill it, bin it).

Date	Identify Hazards	What can be done to remove or lessen the risk?	Action To Take (mark when done)	Recheck: when and how
	<ul style="list-style-type: none"><li>• Coronavirus can be transmitted by being in close contact with those sneezing or coughing.</li></ul>	<ul style="list-style-type: none"><li>• Avoid touching your mouth, eyes and nose.</li><li>• Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand.</li><li>• Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water or use a hand sanitiser.</li><li>• Provide hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself.</li></ul>	<ul style="list-style-type: none"><li>• If someone is sneezing or coughing, check to see if they have other possible coronavirus symptoms.</li><li>• Ensure a good supply of disposable tissues.</li><li>• Ensure a good supply of Hand sanitiser</li></ul>	<ul style="list-style-type: none"><li>• Before the meeting</li></ul>

**4. Clean surfaces that are touched frequently.**

<b>Date</b>	<b>Identify Hazards</b>	<b>What can be done to remove or lessen the risk?</b>	<b>Action To Take (mark when done)</b>	<b>Recheck: when and how</b>
	<ul style="list-style-type: none"><li>• Coronavirus can be transmitted on frequently touched surfaces</li></ul>	<ul style="list-style-type: none"><li>• Frequently-touched surfaces, such as door handles and table tops will be cleaned frequently</li></ul>	<ul style="list-style-type: none"><li>• Review cleaning plan - how often cleaning is carried out and what needs cleaning most often.</li></ul>	<ul style="list-style-type: none"><li>• Before and after the meeting</li></ul>

**5. Minimise contact and mixing.**

Date	Identify Hazards	What can be done to remove or lessen the risk?	Action To Take (mark when done)	Recheck: when and how
	<ul style="list-style-type: none"> <li>• There are more people moving around at the start and finish, therefore increasing the risk of passing on infection</li> <li>• People sharing devices or papers during the meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure people enter one at a time and the person before has sanitised their hands and taken a seat before the next person enters the room</li> <li>• Have a one-way system so they enter through the front door and exit through the back door.</li> <li>• Encourage people to stay in their seats for the duration of the meeting</li> <li>• Masks should be worn at all times, unless medically exempt</li> <li>• Limit the number of attendees to the meeting room</li> <li>• Do not allow attendees to share devices or papers</li> <li>• Ensure seating is arranged to ensure social distancing (2 metres apart) and not facing each other directly</li> <li>• No non-staff access to the office area during the meeting</li> <li>• Keep meetings and agendas as short as possible</li> <li>• Greater delegation on</li> </ul>	<ul style="list-style-type: none"> <li>• Have a marshall at the entrance to ensure people enter one at a time and sanitise their hands on arrival</li> <li>• Remind attendees that they must stay seated, wear masks and keep 2 metres apart</li> </ul>	<ul style="list-style-type: none"> <li>• Every meeting</li> </ul>

		<p>detail to officers</p> <ul style="list-style-type: none"><li>• Once the meeting finishes encourage attendees to leave immediately</li><li>• Ask members of the public to submit questions in advance or attend virtually and discourage from attending physically</li><li>• Encourage members to attend virtually or attend physically on a rota basis</li><li>• Restrict number of attendees in the meeting room to 20. Attendees should book a space in advance.</li></ul>		
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<b>6. Engage with NHS Track and Trace.</b>				
<b>Date</b>	<b>Identify Hazards</b>	<b>What can be done to remove or lessen the risk?</b>	<b>Action To Take (mark when done)</b>	<b>Recheck: when and how</b>
	<ul style="list-style-type: none"> <li>Anyone attending the meeting who displays symptoms of coronavirus (COVID-19) can and should get a test.</li> </ul>	<ul style="list-style-type: none"> <li>Provide track and trace QR code</li> <li>Remind the person with symptoms that they should remain at home until either they test negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), at which point they can stop self-isolating.</li> <li>Book a test as quickly as possible, either online through the NHS website, or by telephone via NHS 119.</li> </ul>	<ul style="list-style-type: none"> <li>Anyone displaying symptoms must not come to the meeting, and must self-isolate if they develop symptoms in the meeting.</li> <li>Make available the details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul>	<ul style="list-style-type: none"> <li>Whenever anyone attending a meeting displays symptoms of coronavirus</li> </ul>

7. Manage confirmed cases of coronavirus (COVID-19)				
Date	Identify Hazards	What can be done to remove or lessen the risk?	Action To Take (mark when done)	Recheck: when and how
	<ul style="list-style-type: none"> <li>Someone in the meeting may inadvertently spread the virus to close contacts before becoming symptomatic</li> <li>Close contact means: Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). Proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual.</li> </ul>	<ul style="list-style-type: none"> <li>Follow procedures and plans to deal with symptomatic people.</li> <li>I will not share the names or details of people with coronavirus (COVID-19) unless it is essential to protect others.</li> </ul>	<ul style="list-style-type: none"> <li>Contact those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> </ul>	<ul style="list-style-type: none"> <li>After meeting if required</li> </ul>

**Recommendations**

Councillors are asked to **NOTE** and **COMMENT** on this report.

Pip Alder

Assistant Clerk to Melton Parish Council

8<sup>th</sup> April 2021