

Risk Assessment Form

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most** likely impact (I) the accident might have, taking into account the control measures already in place. $L \times I = R$

Task / Activity Covered by the assessment	Risk Assessment for: Council Chamber Hove Town Hall - reducing risk and spread of COVID-19 to staff and others.		National Covid 19 Alert Tool	Likelihood (L)	X	Impact (I)	
			1	Almost Impossible	1	Insignificant (minor injury, no time off)	
Workplace	Hove Town Hall, Norton Road, Hove, BN3 3BQ		2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Date of Assessment	08.04.2021	Date Assessment to be reviewed	3 Current Level	Possible	3	Moderate (injury causing more than 7 days off)	
Person Completing	Sean Didcott	Manager	Paul Holloway	4	Likely	4	Major (death or serious injury)
Staff involved in assessment	Mark Wall, Head of Democratic Services		5	Almost Certain	5	Catastrophic (multiple deaths)	
<p>The following caveat applies to this risk assessment;</p> <p>Staff and Members who are in the clinically extremely vulnerable group (as defined by Government guidelines) are not advised to attend Council Committee meetings and therefore this risk assessment assumes that staff or members in that category are not in attendance.</p>				Low =1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

100

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls will be put in place to reduce the risk further?	Revised Risk Rating		
			L	I	R		L	I	R
1.									
<p>Contact with other people – Waiting/reception area/Council Chamber</p>	<p>Staff and all attendees</p>	<p>Those attending meetings would enter via the main entrance and be directed by security to either the public gallery or to the Council Chamber where seats were provided prior to moving up the table to speak.</p> <p>The public gallery can seat up to 25 members of the public. Up to 15 members of the public would enter/exit the Chamber throughout the duration of the meeting.</p> <p>Council Members and staff present inside the Chamber.</p> <p>A single meeting could last up to 8 hours in duration.</p> <p>Whilst there is only one meeting per day, the Chamber may be used for other purposes prior to the meeting.</p> <p>There are no windows that can be opened in the Chamber and temperature is maintained by air conditioning units.</p>	3	5	15	<p>Guidance will be issued to all attendees setting out the safety protocols in place.</p> <p>This will include the following measures:-</p> <p>If a person due to attend the Council Chamber is feeling unwell or showing symptoms of COVID-19 or if a member of their household is showing symptoms of COVID-19 they must not attend and must follow the guidance on self-isolation.</p> <p>Members of the public and officers will be encouraged to attend meetings online. If necessary to attend in person, numbers will be strictly limited to maintain social distancing measures.</p> <p>A one way system will be in place, with a separate entrance and exit. Security staff will be in attendance to provide instruction and show people where to go.</p> <p>Face coverings must be worn at all times and hand sanitiser positioned in the entrance point must be used.</p> <p>Attendees must maintain a 2m distance from others within the building at all times.</p> <p>Staff and elected Members will be encouraged to take a Covid test in advance of the meeting.</p>	2	3	6

			<p>A single disabled access toilet is situated outside the public gallery.</p> <p>Separate male, female and accessible toilet facilities are available outside the Chamber</p>			<p>The number of attendees will be reduced at Committee and full Council, reducing footfall.</p> <p>Members will be seated and layout arranged as per attached plans to maintain social distancing.</p> <p>Shared carafes and glasses are not to be used in the Chamber; all attendees will be requested to bring their own bottled water with them.</p> <p>Only one meeting to be held per day and the Chamber must be thoroughly cleaned between each use.</p> <p>Ventilation system to be set to highest appropriate level.</p> <p>Only one member of the press will be permitted into the Chamber and seated to maintain social distancing measures.</p> <p>Separate male, female and accessible toilet facilities are available outside the Chamber; up to 1 person to use the female toilets and up to 1 person to use the male toilets at any one time on a one-in, one-out basis. Signage displayed outside the toilets.</p> <p>The toilet lid should be in the closed position prior to flushing to minimise aerosol contamination (signs displayed). Hand washing/ sanitising after using the toilet (hand gel provided and signs displayed at all hand washing stations). Hands should be dried with non-touch electrical driers.</p>		
--	--	--	--	--	--	--	--	--

Contact with other people – Committee Members prior to the meeting	Members	Pre-meets of up to 6 people in each of the three Group rooms would take place up to one hour prior to the meeting. For full Council meetings, 54 Councillors would meet across the three Group rooms.	4	5	20	Pre-meets to take place virtually prior to arriving at Hove Town Hall.	1	1	1
Contact with surfaces		Door handles, toilet, sink/taps, hand gel/soap dispensers, chairs, tables are handled/touched by more than one person.	3	5	15	Cleaning of Hove Town Hall facilities is managed and carried out by Nviro. Cleaning team instructed to pay special attention to the cleaning of door handles, light switches, desks and surfaces, taps and soap dispensers. Chamber to be cleaned by the cleaner after every use. Pedal bins with lids to be used to dispose of used tissues/general rubbish. Regular hand washing/sanitising to be carried out (hand gel provided and signs displayed at all hand washing stations. Sanitising wipes placed on each table).	2	3	6
Becoming ill whilst attending the Council Chamber	All attendees	Attendee(s) become ill whilst attending the Council Chamber after developing symptoms of COVID-19. This includes a fever, a new dry cough, shortness of breath, loss of taste and/or smell, fatigue and general body aches.	3	5	15	If an attendee becomes ill after developing symptoms of COVID-19 the ill person must return home immediately and arrange a test. They must then follow the guidance on self-isolation until they receive their result. If the user is too unwell to leave Hove Town Hall unaccompanied, move them to a designated 'safe zone' (G82) to wait for transport. The 'safe zone' and any room that the unwell person has been in, must be deep cleaned afterwards. For cleaning after a known or suspected case of COVID-19 refer to the specific guidance .	2	3	6

	Fire evacuation	All attendees	Upon the start of a fire, the alarm is activated by a sensor. The alarm system is tested quarterly. The fire evacuation muster point is currently behind the Norton Road Car Park.	2	3	6	Upon hearing the alarm, all attendees must leave the building immediately and do not have to stay 2m apart if it would be unsafe to do so. Meeting organisers should ensure that attendees are advised to stay away from the building until the all-clear to return is given by Security.	2	3	6
	Wellbeing	All attendees	Those required to attend meetings in person may feel more anxious than normal.	3	3	9	<p>Clear communication prior to attending meetings and protocols in place agreed cross party and shared with officers. Signage displayed to positively promote the safety measures in place to reassure all attendees and to reduce anxiety.</p> <p>Communicate new arrangements in place early enough to allow attendees enough time to raise any concerns prior to the meeting date.</p> <p>Those officers who it is anticipated will attend in person (for example legal officers, democratic services officers) offered briefings and the opportunity to raise any concerns. Alternative arrangements to be put in place where officers are not comfortable with attendance in person.</p>	2	2	4

List of key Government guidance

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- <https://www.gov.uk/guidance/coronavirus-covid-19-courts-and-tribunals-planning-and-preparation>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- <https://new.brighton-hove.gov.uk/hr-covid-19-advice>

