



# NASH MILLS

## PARISH COUNCIL

### Return to Face-to-Face Meetings (Coronavirus 2020/21)

Last Adopted	
Adopted	9 <sup>th</sup> August 2021
Agenda Reference	21/108/FPC

#### Introduction

Nash Mills Parish Council is committed to providing its services to the public but recognises the need to provide a safe environment for staff, councillors, and the public, particularly as not all attendees may have been vaccinated.

The Government maintains and regularly updates a range of documents giving guidance on managing the impact of COVID-19. The documents are updated regularly in accordance with government announcements. Information is changing rapidly and updates should be proactively monitored: [www.gov.uk](http://www.gov.uk) The National Association of Local Councils (NALC) has produced a dedicated coronavirus webpage which is regularly updated with government guidance and other information relevant to local councils: <https://www.nalc.gov.uk/coronavirus>

From the 6 May 2021, Town and Parish Council can no longer hold remote council or committee meetings and are required to return to face-to-face meetings. This risk assessment has been prepared for the commencement of the return to face-to-face meetings and will be kept under regular review to include all government guidelines and requirements of the council. It has been prepared in accordance with Government guidance and guidance from NALC.

This guidance was first applied to facilitate the signing of the annual governance review prior to end June 2021 but has since been updated to prepare for F2F meetings.

Whilst as at 24/6/2021 when this document was produced there is still the 'rule of 6' or two households in force guidance would imply that a meeting of the parish council could be deemed as 'work' and therefore the maximum number inside is increased as long as steps are taken in accordance with guidance.

Updated 7/7/2021 as we will be using a different hall for our July meeting we will be adhering to an additional condition as laid down in their own risk assessment. The use of a one-way system, wearing of masks in all public shared spaces.

Updated 27/7/2021 Govt recommendations changed 19/7/2021 as we moved to step 4 of the roadmap out of lockdown, however due to continued restrictions and the current being in place in numerous locations this risk assessment and its contents will remain a requirement for NMPC meetings. We are currently in a 3<sup>rd</sup> wave therefore this risk assessment will be subject to regular review to assess and uphold, where possible, staff, Cllr and public safety.

[acre-briefing-july-2021-cv-19-learning-to-live-with-the-virus.pdf](#)

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

### Details to complete the Risk Assessment

**STEP 1:** Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard.

<b>A</b> death major injury major damage or major loss to property/equipment/corporate reputation	<b>B</b> serious over-3-day injury damage to property/equipment	<b>C</b> minor injury minor damage to property/equipment
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**STEP 2:** Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised.

<b>1</b> extremely likely to occur	<b>2</b> frequent/often/likely to occur	<b>3</b> slight chance of occurring
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**STEP 3:** Use the combination in the risk rating chart to link to the action criteria.

	Likelihood			Severity		
	Major = A	Serious = B	Slight = C			
Extremely likely to occur = 1	A1	B1	C1			
Likely to occur = 2	A2	B2	C2			
Unlikely to occur = 3	A3	B3	C3			

**Action criteria:**

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

Area of Risk/those affected	Risk Identified	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions
All duties/Staff & Councillors	Risk of contracting virus whilst undertaking council duties	A	1		Councils and staff should follow appropriate Govt. guidance and premises specific rules when undertaking council business or attending functions in their capacity as a council representative. In first instance consider whether meeting can lawfully take place remotely or whether duties can be covered by the clerk using delegated powers. (Warden has separate RA covering his role)	<p>Scheme of delegation in place for urgent items of business.</p> <p>Working groups can lawfully continue to meet remotely as no delegated decision-making powers.</p> <p>Clerk minimises contact with surfaces when placing agendas on noticeboard and uses sanitiser where necessary.</p>
	Signing of Annual Governance Review	A	3		This cannot be actioned under delegated powers therefore a meeting will be held.	<p>Quorum only to attend. Cllrs to see all documents in advance of meeting to enable scrutiny.</p> <p>Meeting to take place outside.</p> <p>Only necessary audit items to be included on agenda to keep the meeting short.</p> <p>All Councillors to bring their own pen for signing.</p>

						<p>We cannot limit public attendance, but agenda will explain that public have access to all documents and decisions made via the website evidencing full transparency and that MOP attend at their own risk and must follow Covid-safe guidance. (Face masks, social distancing, no attendance if exhibiting symptoms etc).</p>
	<p>Risk of legal challenge/judicial review for decision making at signing of AGAR</p>	A	3		<p>This cannot be actioned under delegated powers therefore a meeting will be held but with limited attendance as Health and Safety legislation and Govt. Guidance and restrictions take precedence.</p>	<p>All documents will be made available in advance of the meeting to allow for Cllr and public scrutiny and to comply with transparency requirements.</p> <p>Public will be permitted to attend at their own risk as long as facemasks are worn, and social distancing is observed.</p> <p>No paper copies of agenda or supporting documents will be made available but they will be downloadable from our website.</p> <p>All public attendees to pre-book their attendance (to enable NMPC to comply with H&amp;S capacity laws)</p>

Area of Risk/those affected	Risk Identified	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions
Face to Face Meetings	Risk of contracting or spreading the virus by using a public, multi-use facility.	A	1		<p>Someone with Covid 19 entering the building and passing the virus onto others.</p> <p>The virus is present in the facility from a previous user</p>	<p>Ensure social distancing and hygiene measures are followed by all.</p> <p>Anyone with Covid symptoms or if anyone in their household has Covid symptoms they should <b><u>NOT</u></b> attend a meeting. Symptoms include:</p> <ul style="list-style-type: none"> <li>- A high temperature</li> <li>- A new, continuous cough</li> <li>- Loss or change to sense of smell/taste.</li> </ul> <p>No entry to meeting if displaying any symptoms.</p> <p>All attendees are requested to wear a face covering .</p> <p>Face Coverings may be removed whilst attendees are seated.</p> <p>Councillors and staff will be required to undertake a lateral flow test prior to attendance and will require a negative result to attend.</p> <p>All other attendees are requested to undertake a lateral flow test prior to attendance.</p> <p>Cllrs and Public to recognise personal responsibility to keep themselves safe.</p> <p>All to consider whether it is safe to attend without completion of both vaccine doses (and 14-day post vaccination waiting period).</p>

					<p>Any Cllr who has been travelling to observe the mandatory isolation period as specified by prevailing guidance at that time.</p> <p>Should any Cllr or attendee be contacted as part of the track and trace system they must not attend.</p> <p>Should any Cllr or attendee be in contact with a family member who has been contacted as part of the track and trace system they must take personal responsibility to only attend should they feel it is safe to do so.</p> <p>No paper copies of agenda or supporting documents will be made available but they will be downloadable from our website.</p> <p>Risk of using a shared community space is addressed below.</p> <p>All public attendees to pre-book their attendance (to enable NMPC to comply with H&amp;S capacity laws)</p> <p>Capacity with social distancing is 26.<sup>1</sup></p> <p>Hall measurements 7mx15m = 105sq m / 4 = 26 Line with ACRE calculations.</p> <p>Whilst legislation prevents councils from limiting public attendance at meeting, health and safety guidance/government instruction in relation to the pandemic will take precedence.</p> <p>Should council be concerned that they will be discussing matters with high public interest then an alternative location should be sought, or</p>
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						'hybrid' technology used (for public attendance only).
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Nash Mills Village Hall /ALL	Contaminated Space Risk of spread of infection	A	1		Acre Guidance  Guidance received from NMVHA appended to this document	<p>Seating will be set out in line with prevailing Govt, ACRE and Health and Safety Existing guidance (currently not face 2 face and all 2 metres apart).</p> <p>Members to sanitise their own chairs.</p> <p>No tables to be provided apart from clerk &amp; chairman.</p> <p>All MOP chairs to be sanitised by attendees themselves before and after use using materials provided.</p> <p>Windows and doors will be left open to ensure good ventilation.</p> <p>Refreshments will not be provided.</p> <p>All touchpoints to be sanitised pre and post meeting (including padlock at gate). See appended NMVHA guidance.</p> <p>Only 1 toilet to be made available to ensure that cleaning can take place pre and post meeting.</p> <p>Meetings should last no longer than 2 hours and less if possible - Chair to manage all participants to ensure meeting does not overrun.</p> <p>Adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.</p> <p>No admittance past 8:30pm for anyone.</p> <p>No mingling or loitering before or after a meeting.</p>
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					<p>When entering and leaving a meeting, everyone should respect social distancing, wear a face covering and enter and exit in an orderly fashion and as per the directions. Consider use of fire escape as an alternative exit to avoid congestion. All attendees to comply with social distancing at all times.</p> <p>The Clerk in attendance will complete the attendance list.</p> <p>If a QR code is available at the hall then all attendees must register, if they are unable to access the app then their details must be given to the clerk in attendance.</p>
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Area of Risk/those affected	Risk Identified	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions
Wider Issues	<p>Members do not feel safe attending meetings face to face meetings.</p> <p>Ensuring, given social distancing, that “sound systems” are available to ensure all meeting attendees can hear what is being said.</p>	A	1			<p>Current legislation prevents remote attendance.</p> <p>Members to attend at their own risk and <b>ONLY</b> if they feel safe to do so.</p> <p>Long term apologies to be considered for any members unable to attend for health reasons.</p> <p>Chairman to ensure that attendees are able to hear and that any disabilities or additional needs are accommodated where practicably possible and safe to do so.</p> <p>Minutes to be created asap after the meeting and uploaded to website so that all decisions are transparent and available in an alternative format.</p>
	Breach of prevailing Govt. Guidance	A	3			<p>Govt has a ‘rule of 3’ / 2 households ruling on mixing, however contradictory guidance regarding workplaces can be applied to meetings.</p> <p>The hall is declared a ‘covid-safe’ environment therefore capacity is increased and rule of 6 does not apply.</p> <p>There is no absolute clarity regarding this matter on an advisory bodies’ website or Govt website.</p> <p>All steps outlined above may be deemed unnecessary or may require additional steps once the Govt roadmap is updated on 19<sup>th</sup> July 2021.</p> <p>All guidance will be updated as soon as practicable after any legislation and guidance is amended.</p> <p>Should Govt determine that face to face meetings are no longer safe then council will revert to the</p>

					delegated powers that are available until suitable alternative provisions can be lawfully made.
	Breach of HSE Regulations	A	3		NMPC have a duty of care to its staff, members and MOP. Health and Safety legislation is overriding under all circumstances.
	Breach of Public Bodies Admission to Meetings Act 1960	A	1		NMPC have a requirement to adhere to the act, however risk of challenge would be slight if there is evidence that all due processes have been taken to provide transparency whilst adhering to Govt guidance, Covid restrictions and the HSE legislation. It would be unlawful for NMPC to disregard the capacity constraints at Nash Mills Village Hall.
<b>Duty Of Care as Employers</b>	Placing staff at risk unnecessarily	A	1		<p><a href="#">Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p> <p><b>3.4 Meetings</b> Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p> <p>You will usually need to: Use remote working tools to avoid in-person meetings. Ensure participants physically attend meetings only where reasonably necessary. They should maintain social distancing guidelines. These are 2m, or 1m+ with risk mitigation where 2m is not viable. Avoid transmission during meetings caused by sharing objects. For example, pens and documents. Provide hand sanitiser in meeting rooms. Use rooms where there is good ventilation. This could be:</p> <ul style="list-style-type: none"> <li>– fresh air through open doors, windows, and vents</li> <li>–mechanical ventilation, such as air conditioning</li> </ul> <p>You can also provide good ventilation through a combination of the two.</p>

						Air rooms between meetings. Open all the doors and windows as fully as possible, to maximise the ventilation in the room.
<b>Final Overall Risk Analysis</b>						NMPC have no option but to return to face-to-face meetings to discuss some matters unable to be conducted under delegated powers to the clerk as remote legislation has been withdrawn. There is considerable risk of infection, even should Cllrs be double jabbed as the variant infections are increasing. The only mitigation that NMPC can take are the recommendations above along with each attendee taking individual responsibility for ensuring that they adhere to procedures in place and any additional steps that they feel they need to undertake. All attendees must be aware of any venue appropriate risk assessment in place to support this risk assessment. Some guidance may no longer be required by Govt but may remain as venue owner requirements. All attendees should also avail themselves of regular testing in line with Govt recommendations. The overall risk if all mitigating factors are implemented as listed above is low.

**Sources**

NALC

Came & Company Insurance webinar

[What to include in your COVID-19 risk assessment \(hse.gov.uk\)](https://www.hse.gov.uk/covid-19/risk-assessment/)

[Coronavirus: latest information and advice - HSE news](https://www.hse.gov.uk/news/coronavirus/)

[Public Bodies \(Admission to Meetings\) Act 1960 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1960/119/parts/1-3)

[covid-19-safer-community-centres-aug-20.pdf \(acre.org.uk\)](https://www.acre.org.uk/covid-19-safer-community-centres-aug-20.pdf)

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-how-to-stay-safe-and-help-prevent-the-spread)

<sup>i</sup> Hall measurements 7m x 15m = 105sq m / 4 = 26 Line with ACRE calculations.

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## Nash Mills Village Hall Association Guidance June 2020

### Instructions for Hirers During Covid 19

1. Hirers must create and retain a list with contact details for all attendees for at least 21 days after the event. On the list which attendees complete, identify that the details will be shared with the government Test Track and Trace organisations if requested. (Example provided at end of document).
2. Hirers must use a one-way system at the Hall: entrance is via the main doors at the front of the Hall and when leaving your event, attendees should use the side doors by the toilets.
3. Each Hirer is responsible for providing 2 bottles of hand sanitiser to be placed on the shelves by the internal doors leading to the main entrance and toilets / side entrance and all attendees should use these upon entering and exiting the building.
4. Tables and chairs should be placed to allow social distancing of 2 metres face to face or, if less than 1 metre, with other measures such as masks, side by side and or back-to-back.
5. The absolute maximum of 30 people are allowed in the hall but only if this number can be properly socially distanced.
6. Everyone attending an event in the hall should now wear a face covering at all times unless exempt from doing so. (This regulation does not apply to those engaged in physical exercise in the hall)
7. During the event ensure maximum ventilation from windows and or doors is provided without impeding comfort. Wedges are provided to allow internal and external doors to be held open. This also avoids the need for people to touch doors. Please ensure that all windows are closed, and doors locked prior to leaving the Hall.
8. Each Hirer shall make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact including the Hall Booking Secretary.
9. Maximum groupings of 2 households will be allowed to sit at the same table. (Please see note 14)
10. Advise attendees to try to limit the access to the toilets to one person at a time. The disabled toilet is available to all if not engaged.
11. If using the kitchen, people handling food or drink must wear masks and frequently wash hands.
12. Currently, according to Government guidance, no exercise classes including yoga and Pilates can take place inside the Hall nor can there be live performances or active parties.
13. Each Hirer will be responsible for submitting a risk assessment relating to their use of the Hall. The risk assessment the Hall has produced is attached for your reference. Any risk relevant to your use of the Hall not covered by the General risk assessment must be advised to the Booking Secretary prior to your use of the Hall.
14. The Rule of Six does not apply directly to the hall as it is a 'Covid-Safe' environment, however it does apply outside of the venue. Therefore, you may have more than six at your activity, but attendees should not arrive together in groups of more than 6 (unless all in the same household) and once they have entered the hall you should keep attendees socially distanced in the groups that they have arrived in so that there should never be a group of more than 6 within the hall at any one time (unless they are from the same household).

#### Cleaning Responsibilities for Hirers

1. Each Booking will be allowed 30 minutes prior to event and 30 minutes after the event, without charge, to clean touch surfaces and empty waste bins and replacing bin liners. Cleaning cloths and disinfectant will be provided by the Hall. If the kitchen has been used, surfaces and taps should be cleaned with disinfectant in addition to all tables and chairs that have been or plan to be used.
2. Each Hirer will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire and to keep the premises clean through regular cleaning of surfaces during your hire. At the end of your event all bins should be emptied and all waste bagged and placed in the yellow bin outside the Hall.
3. If the event has involved activities where attendees will have taken off shoes or touched the floor, part of the cleaning tasks before and after the activity will involve mopping the floor with the equipment provided.
4. During the 30-minute cleaning period external doors (3 double blue metal doors) must be opened to allow a free flow of air into the main hall.

Example record If required by a government body these details will be shared with the Test Track and Tracing Organisation

Name	Telephone number	Postcode
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Nash Mills Village Hall Association Guidance July 2020 third party software so may be difficult via a screen reader.

Action on leaving	Done
Open three sets of exit doors to allow ventilation to space	
1. Wipe down touch points Doors and handles Window handles Light switches Chairs Tables	
2. If kitchen is used wipe down surfaces, taps and kettles	
3. If floor in Main Hall has been used for exercise mop with disinfectant	
4. Wipe down toilets and taps	
5. Empty bins from toilets and kitchen and place black sacks in yellow waste bin outside Kitchen. Replace black sacks in bins	
6. Shut windows and doors	
7. Set alarm and exit building locking the doors	

## NMVH Risk Assessment for Covid 19 22 July 2020

Area or People at Risk	Risk Identified	Action to Mitigate Risk	Completion date
Main lobby 1. Users / Staff	<ol style="list-style-type: none"> <li>Contamination from Carpet</li> <li>Pinch point to access hall</li> <li>Low air circulation</li> <li>Touch points on external and internal doors and switches</li> </ol>	<ol style="list-style-type: none"> <li>Shampoo with cleaner once per week</li> <li>Entrance thro main door exit at side door included in Hirer instructions</li> <li>Hirers asked to wedge internal doors open</li> <li>Hirers given cleaning instructions at start and end of session</li> </ol>	
Main Hall 1. Users / Staff	<ol style="list-style-type: none"> <li>Touch points on window catches, doors, light switches, steps, furniture and steps.</li> <li>Carpet on stage</li> <li>Notice board</li> </ol>	<ol style="list-style-type: none"> <li>Hirers given 30 minutes at beginning and end of session to clean hall with sanitiser and a checklist provided</li> <li>Hirers request to supply own hand sanitiser to position at entry and exit doors for attendees to use during session</li> <li>Shampoo with cleaner once per week</li> <li>Sign on notice board "do not use"</li> </ol>	
Small side room (bar room) 1. Users / Staff	<ol style="list-style-type: none"> <li>As for Main Hall plus fabric seating</li> </ol>	<ol style="list-style-type: none"> <li>As for Main Hall</li> <li>Fabric based seats removed</li> </ol>	15/07/2020
Kitchen 1. Users / Staff	<ol style="list-style-type: none"> <li>As for Main Hall plus food preparation surfaces kitchen equipment boiler controls</li> <li>Small space difficult to social distance</li> </ol>	<ol style="list-style-type: none"> <li>Sanitiser provided in a box in the area with disposable cloths to clean surfaces. All waste to be removed at end of session</li> <li>People working in kitchen to wear masks</li> </ol>	
Toilets 1. Users / Staff	<ol style="list-style-type: none"> <li>Small space with low air circulation</li> <li>Baby change facilities in Disabled Toilet</li> <li>Hot air dryers circulating contamination</li> <li>Carpet in Lobby area</li> </ol>	<ol style="list-style-type: none"> <li>Open windows at start of session</li> <li>If Babies attend change facilities cleaned after use and at end of session by Hirer</li> <li>Hot air dryers disconnected and paper towels provided with waste bins and black sacks</li> <li>Shampoo with cleaner once per week</li> </ol>	
Attendee taken ill during event	<ol style="list-style-type: none"> <li>Possible injured party is Covid 19 carrier</li> </ol>	<ol style="list-style-type: none"> <li>Addition of disposable plastic gloves and mask to first aid kit in Kitchen</li> </ol>	
Air contamination from one group to the following hirer	<ol style="list-style-type: none"> <li>Virus contamination from one hirer to the following hirer group through air or via surfaces</li> </ol>	<ol style="list-style-type: none"> <li>Hirer instructions include opening all doors during each cleaning session . 30 minutes before and after hire</li> </ol>	