

	<b>Coronavirus Risk Assessment for the Council Chambers</b>
<b>Company</b>	Portsmouth City Council
<b>Department</b>	Corporate Health and Safety, Housing, Neighbourhood and Building Services Directorate
<b>Activity</b>	<p>Covid-19 operating safely in the Guildhall Council Chambers</p> <p>This risk assessment is a live document and will be updated as new information is issued.</p>
<b>Date</b>	19 July 2021 (v3)
<b>Review date</b>	Ongoing
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Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
Risk of exposure to Covid-19 virus	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>• The capacity for the Guildhall Council Chamber for all attendees (including members of the public) has been calculated to be maximum of 30 people to accommodate 2 m social distancing.</li> <li>• Improvements in ventilation permits up to an additional 30 attendees. Members of the public will be advised to follow Covid safety recommendations. If 2m social distancing cannot be maintained then face coverings should continue to be worn.</li> <li>• The actions taken to maximise ventilation in the Guildhall Council Chamber includes:</li> <li>• The removal of internal casement secondary glazing windows.</li> <li>• Large casement windows will be opened.</li> <li>• Pedestal fans - positioned in each of the wing areas and along the back wall behind the pillars, maximum speed and modulation setting.</li> <li>• High level doors and window - the double doors to the high level galleries and the gallery corridor window will be opened.</li> <li>• The Guildhall deems, with the rate of infection and transmission still high that the following mitigations remain in place and will be conditions of entry: <ul style="list-style-type: none"> <li>○ The wearing of masks</li> <li>○ Temperature checks</li> <li>○ To ask for a Covid pass (double vaccination / negative lateral flow test)</li> </ul> </li> <li>• Therefore:</li> <li>• All attendees are required to wear a face covering while moving around within the Guildhall. If 2m social distancing cannot be maintained then face coverings should continue to be worn.</li> <li>• On arrival all attendees must scan the Test and trace QR code, sanitise their hands and may have their temperature checked</li> </ul>	<p>All attendees will be invited.</p> <p>Signage displayed.</p> <p>All staff to monitor and politely challenge non-conformity directly.</p> <p>Posters displayed.</p>	In place

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		<ul style="list-style-type: none"> <li>• All attendees are requested to undertake an Asymptomatic / lateral flow test within 48 hours of a meeting. Information on how to access this testing can be found on the Portsmouth City Council website: (<a href="https://www.portsmouth.gov.uk/services/coronavirus-covid-19/getting-tested-for-coronavirus-in-portsmouth/community-testing-for-covid-19-in-portsmouth/">https://www.portsmouth.gov.uk/services/coronavirus-covid-19/getting-tested-for-coronavirus-in-portsmouth/community-testing-for-covid-19-in-portsmouth/</a> or <a href="https://intranet.portsmouth.gov.uk/hr/wellbeing/coronavirus/testing-for-coronavirus/">https://intranet.portsmouth.gov.uk/hr/wellbeing/coronavirus/testing-for-coronavirus/</a>)</li> <li>• If the result is positive you must not attend the meeting, you and your household must self-isolate and you must book a confirmatory PCR test</li> <li>• Further mitigations to reduce the risk of exposure and transmission:</li> <li>• Attendees should be reminded of the need to regularly wash hands for 20 seconds using soap and water or hand sanitiser.</li> <li>• Maintain good hygiene particularly when entering or leaving. Hand sanitiser will be located at the entrance of the building.</li> <li>• Practice social distancing, trying where possible to keep 2m apart. Where 2m cannot be maintained 1m+ applies, this involves additional measures i.e. Face coverings and not facing each other etc.</li> <li>• No hospitality to be provided.</li> <li>• Some members are in the clinically extremely vulnerable group or vulnerable group <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> Therefore:</li> <li>• Members are advised not to use public transport to get to and from Council meetings wherever possible.</li> <li>• Council Meeting is scheduled so members can avoid peak travel times on public transport if they have not alternative option.</li> <li>• All members will be requested to sit 2 metres apart and must adhere to arrival and exit procedures as detailed above.</li> <li>• All members may be required to undertake a temperature check on arrival and will sanitise their hands.</li> <li>• All member will bring their own refreshments.</li> <li>• All members will bring and use their own pen/stationery.</li> </ul>	<p>Staff to monitor. Any non compliance will result in the attendee not be permitted entry to the building.</p> <p>Guidance sheet provided to all attendees in advance of the meeting.</p>	

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		<ul style="list-style-type: none"> <li>The duration of the meeting should be reduced as much as possible to only consider essential business.</li> <li>Multiple exit doors will be opened at the end of the meeting to facilitate a straightforward exit from the building and minimise congestion.</li> </ul>		
<p><b>Social distancing and NHS Test and Trace - advice from Public Health Portsmouth (PHP)</b></p> <p>Maintaining 2m distance is primarily about reducing the risk of infection. However, it is important to recognise that for NHS Test and Trace, the definition of a close contact of a positive case outside of the household is either being face to face with someone for 1 minute or being within 2m of someone for 15 minutes. Therefore, people may still be asked to self-isolate for 10 days if they are not able to meet the 2m requirement (regardless of any of the 1m+ mitigations). Further details can be found here <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>				
Hygiene and prevention	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>Cleaning staff are working at the Guildhall so each hand rail, door plate and stairwell is regularly cleaned.</li> <li>Cleaning wipes are provided at the reception desk in the Octagon.</li> <li>Sanitiser provided at entry, exit and at all lift lobbies.</li> <li>Building ventilation adjusted to provide good extraction and fresh air turnover (where possible)</li> <li>Doorways marked, where possible, with entry and exit channels.</li> <li>Only one person should use the Lifts at a time.</li> <li>Staggered arrival and exit times to minimise the number arriving and leaving in one go.</li> <li>Follow entry/exit signage to the building</li> <li>Member's seats to be located 2m distance from each other.</li> <li>Tables to be used to ensure chairs are not moved.</li> <li>Each speaker to have their own microphone. No sharing of microphones.</li> <li>All attendees are to bring their own water bottles/drinks.</li> <li>Members are to remain in their own seats throughout the meeting. There will be no swapping of chairs when elected to another position.</li> </ul>	<p>Sanitising equipment with COSHH safety sheets are provided on arrival and in each reception area.</p> <p>Posters displayed</p> <p>Signage regarding hand washing placed in all restroom areas</p> <p>All soap provided will be anti-bacterial soap</p> <p>Gloves will be worn by staff completing</p>	In place

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		<ul style="list-style-type: none"> <li>Members will be sat with their group colleagues to minimise the risk of members needing to move to speak to colleagues. .</li> <li>Attendees should only leave their seat to use the rest rooms.</li> </ul>	<p>cleaning and/or sanitising. Gloves to be disposed of appropriately after cleaning is undertaken.</p> <p>Exiting will be undertaken in a distanced manner maintaining 2m social distancing at all times.</p>	
Test and trace	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>Contact details of all staff are held by the meeting organiser.</li> <li>No members of the public can just turn up on the day.</li> <li>All attendees must scan the venue's test and trace QR code on arrival.</li> <li>NHS test and trace log to be retained and maintained for those that cannot or have not downloaded the app.</li> <li>Contact details will be held securely by the event manager for 21 days and will then be securely disposed of.</li> </ul>		In place
Symptomatic attendees	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>All attendees briefed if symptomatic they must not attend the council meeting and must self-isolate following the stay at home guidance issued by Public Health England.</li> <li>If any person displays or reports symptoms of Covid-19 they must leave the building by the closest exit, return home directly and follow the stay at home guidance for households issued by Public Health England.</li> <li>If the person is unable to leave the building safely on their own, event staff will ask them to move to the first aid room and we will call 111 for advice.</li> <li>The area will be thoroughly cleaned and sanitised that has been occupied by the person using the correct PPE.</li> </ul>	First aid staff always available during working hours. Additional PPE available to first responders in the event of the person showing symptoms.	In place

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		<ul style="list-style-type: none"> <li>Close contacts will be notified. This is anyone who has come into face to face contact (under 1 metre) with the case for any length of time, or within 2 metres of the case for more than 15 minutes'.</li> </ul>		
Ventilation and air conditioning	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>Existing ventilation systems have been reviewed and improvements have made in the Guildhall to maximise fresh air into the building and ventilation where possible</li> <li>All windows to remain open in chamber during the meeting</li> </ul>	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place/ongoing
Toilet facilities	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>Access to toilet facilities will be limited to one person at a time.</li> <li>Cleaning products are provided for use by attendees to clean area after use, paying particular attention to contact points i.e. door handles, taps etc.</li> <li>Posters are displayed reminding attendees staff to clean down touch points etc. after use and 'single person use' posters displayed.</li> </ul>	<p>Facilities team to monitor</p> <p>Additional cleaning during the day and after the meeting.</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed</p>	In place/ongoing
PPE	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>All attendees must wear a face covering and are encouraged to bring their own.</li> <li>Face coverings to be available at the entrance to the Guildhall if required.</li> <li>Gloves, anti-bacterial wipes and bin bags to be provide to all events staff.</li> <li>Sanitiser available at the entrance and exit of the building and in reception areas.</li> </ul>	<p>Posters displayed</p> <p>Guidance provided in advance of</p>	In place/ongoing

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		<p>The following guidance on using face coverings should be followed:</p> <ul style="list-style-type: none"> <li>• Wash/sanitise hands prior to fitting the face covering</li> <li>• when wearing a covering avoid touching your face or mask as you will contaminate the covering</li> <li>• change your face covering if it becomes damp or contaminated,</li> <li>• continue to wash your hands regularly</li> <li>• if the material is washable then follow the manufacturer's instructions if not dispose of in your usual waste</li> </ul>	meeting to all attendees.	
Manual handling	Staff	<ul style="list-style-type: none"> <li>• Staff to follow manual handling policy and guidance</li> <li>• 2 person or more lift should be avoided where possible if participants are closer than 2m. Consider use of mechanical aids etc.</li> <li>• Where a 2 person or more lift is unavoidable the risk assessment must be revisited to ensure Covid-safe mitigation measures are in place i.e. face coverings, disposable gloves, minimising exposure time etc.</li> </ul>	Meeting to be planned in advance with alternatives to 2 man lifts provided wherever possible.	In place/ongoing
Financial Risk	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>• The council meeting may need to be cancelled at short notice if the Covid-19 situation changes due to local outbreaks, local sustained community transmission, or a serious and imminent threat to public health.</li> <li>• Contact details of all attendees held by the event manager to enable easy efficient cancellation.</li> <li>• Technology in place to move to virtual council meeting if required and permitted by legislation.</li> </ul>	<p>Financial commitments minimised wherever possible.</p> <p>PCC Insurance department aware of council meeting.</p>	In Place

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<b>Updates</b>		<ul style="list-style-type: none"> <li>This risk assessment is a live document and will be updated and a result of consultation and as new information becomes available.</li> </ul>		
<b>Further information</b>		<ul style="list-style-type: none"> <li>Further government information on support during the coronavirus pandemic can be found <a href="#">here</a></li> <li>HSE guidance, on working safely during the coronavirus pandemic can be found <a href="#">here</a></li> <li><a href="#">The Government's guidance for the safe use of council buildings</a></li> </ul>		