

# Coronavirus Risk Assessment for the Executive Meeting Room, Guildhall

**Date:** 25 February 2022 (based on Living with Covid - February 2022)

**Review date:** 31 March 2022

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## Coronavirus Risk Assessment for the Executive Meeting Room, Guildhall

<b>Manager's Name and Job Title completing Risk Assessment:</b>	Lynda Martin Corporate Health and Safety Manager	<b>Risk Assessment Dept:</b>	Corporate Services	<b>Date:</b>	25 February 2022	<b>Signature:</b>	<i>Lynda Martin</i>
		<b>Location:</b>	Executive Meeting Room, Guildhall				

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 - Ventilation	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>There are no capacity limits for the Executive Meeting Room.</li> <li>Face coverings are advised to be worn in busy and crowded places and should only be removed when addressing the meeting.</li> </ul> <p>The actions to maximise ventilation in the Executive Meeting Room remain in place:</p> <ul style="list-style-type: none"> <li>All windows should be opened, with the blinds fully drawn back.</li> <li>3 x pedestal fans positioned along the internal wall, set to modulate on full speed.</li> </ul>	Staff will ensure windows are open and fans switched on.	In place
Risk of transmission of virus - Risk mitigation	Staff, contractors and attendees	<p>The Guildhall has the following measures in place:</p> <ul style="list-style-type: none"> <li>Face Coverings – as per government guidance, we encourage you to continue to wear a face covering whilst in the venue &amp; crowded places especially when walking around the building.</li> </ul> <p>Enhanced Sanitisation &amp; Cleaning – we will carry out enhanced cleaning procedures between meetings and we ask that you sanitise your hands on entry and regularly throughout your visit at the sanitisation points provided.</p>	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
Risk of transmission of virus - Hygiene and prevention		<ul style="list-style-type: none"> <li>Although not a legal requirement attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.</li> <li>Wash hands for 20 seconds using soap and water or hand sanitiser.</li> <li>Maintain good hygiene particularly when entering or leaving.</li> <li>Hand sanitiser and wipes will be located in the meeting room.</li> <li>No refreshments will be provided. Attendees should bring their own water bottles/drinks.</li> <li>All attendees should bring and use their own pens/stationery.</li> <li>Attendees are requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting (requirement in place until the end of March 2022.)</li> <li>It is recommended that attendees should be double vaccinated and have received a booster.</li> </ul>	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
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>Technology in place to move to virtual council meeting if required and permitted by legislation.</li> </ul>	Financial commitments minimised wherever possible.	In place

#### Updates

- This risk assessment is a live document and will be updated as new information becomes available.
- All managers should feel free to adapt the measures contained within this risk assessment when assessing the risks for their own department's work activities/ premises.

#### Further information

- Further government information on support during the coronavirus pandemic can be found [here](#)

- HSE guidance, on working safely during the coronavirus pandemic can be found [here](#)
- Staff wellbeing advice during the coronavirus pandemic can be found [here](#)