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# Council Meeting

## Wednesday, 14th July, 2021

Corporate & Democratic Services
www.hastings.gov.uk/meetings

Hastings Borough Council

HASTINGS BOROUGH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Hastings Borough Council to be held at the Council Chamber, Muriel Matters House, Breeds Place, Hastings, on Wednesday, 14th July, 2021 at 6.00 pm at which meeting the business specified below is proposed to be transacted.

Yours sincerely,

Chief Legal Officer

Muriel Matters House
Breeds Place
Hastings

7 July 2021

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**AGENDA**

**RISK ASESSMENT**

Note: Nothing contained in this agenda or in the attached reports and minutes of committees constitutes an offer or acceptance of an offer or an undertaking or contract by the Borough Council

| RISK ASSESSMENT – COVID-19 MURIEL MATTERS HOUSE<br>Based on Government Guidance for Offices and Contact Centres, and use of Council Buildings – returning to Face to Face Council Meetings 2021 | | |
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| **Sections: HBC Councillors and Staff facilitating the meetings, and public attending the meetings** | **Activity: Ensuring it is safe for workers to attend the workplace, and Councillors, the Press and the public to attend Council Meetings** | **Task: Legally required face-to-face council meetings in Muriel Matters House** |
| **Place of activity:<br>Muriel Matters House Council Chamber and associated rooms** | **Date completed: 6th July 2021** | **Date for review: 15th July 2021** |



**This Assessment considers the hazards that are identified by the Government Advice on Returning to Face to Face meetings in Council Buildings, during COVID-19 on the 'roadmap' out of lockdown. Each Council Meeting will need to make an assessment specific to their meeting, in advance of the meeting, and then share this with all those involved.**

**The overall hazard is catching or passing on COVID-19. NO-ONE IS OBLIGED TO WORK OR ATTEND A MEETING IN AN UNSAFE ENVIRONMENT.**

**ACCIDENTS, FIRE, FIRST AID REQUIRED – DO NOT STAY 2 METRES APART IF IT WOULD BE UNSAFE – USE FACE COVERINGS AND HAND SANITISATION IMMEDIATELY AFTERWARDS**

**Who is involved in this meeting?**

| **Item** | **Specific details** | See Number |
|---|---|---|
| Title of Meeting | Full Council | N/A |
| Date and time of Meeting, and expected length of meeting | 6pm Wednesday, 14th July<br>3 hours | N/A |
| Number of Councillors attending:<br>Chair: James Bacon<br>Vice Chair: Ruby Cox | 32 Councillors | 1, 2, 7, 8 |
| Numbers of Officers attending (i) in person and (ii) on MS Teams<br>Lead Officer: Jane Hartnell & Mary Kilner | (i) Jane Hartnell<br>Mary Kilner<br>Kevin Boorman (With media in Committee Room 2)<br>Hannah Collins (With media in Committee Room 2)<br>(ii) | 1, 6, 7, 8 |
| Numbers of Petitioners and Applicants expected | N/A | 1, 4 |
| Numbers of members of the Public expected | 0 | 1, 3 |
| Numbers of Press/Media members expected | 1 | 1, 5 |
| Is there training beforehand? For how many Councillors/others and at what time? | No | 1, 2, 3, 7, 8 |

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| Capacity required: | Council Chamber: 35 (1 metre distancing), 19 (2 metre distancing); Committee Room 1: 6; Committee Room 2: 4; Committee Room 3: 4; Birch Suite: 39 (1 metre distancing), 20 (2 metre distancing) | |
| Other?<br>Eg Witnesses | 0 | |

| **Numbers of Support Staff needed** | **IT staff supporting the MS Teams to those involved in the meeting** | **IT staff supporting the streaming to the three Committee Rooms, and to the public outside** | **BS or DS staff doing the minutes, in each occupied Committee Room to support people** | **BS, DS or Departmental staff on reception, guiding attendees to the right place; Wardens** |
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| 1 or 2 in each area | 1 | 1 | 1<br>(minute taking done remotely) | 2 including Wendy Goodliffe |

**The overall hazard throughout this risk assessment is catching or passing on COVID-19 – this risk assessment is about controlling the risk of that hazard for all those involved throughout the process of face to face Council meetings.**

| **Number** | **Who is at risk?** | **Control measures in place to reduce the risk** | **What else needs to be done if anything to improve safety?**<br>**EXTRA CONTROLS TO BE ADDED FOR INDIVIDUAL MEETINGS WHERE APPROPRIATE AND NECESSARY** | **RISK L, M, H?** | **Relevant for the meeting listed above on the date listed (Yes/No)** | **Distributed to all those who will be affected as identified in this risk assessment (Date sent)** |
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| 1 | **General housekeeping rules – to be read in advance by all attendees** | **Building evacuation** – fire or other See attached<br>For the protection of others, those intending to attend the face to face council meeting are advised to | In order to comply with Government Guidance there is limited seating; please be advised that capacity is very limited and access to the meeting cannot be guaranteed. | | Yes | |

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| | | **consider taking a lateral flow test** 4 days before the meeting, and on the day of the meeting. If you test positive, have Covid symptoms, or are self-isolating you should not attend the meeting in person. | You may prefer not to attend in person as you will be able to watch live online (https://www.hastings.gov.uk/my-council/cm/ ). | | | |
| | | Councillors and the public (including press) will **enter at the front** of the building by the TIC and will be taken to the appropriate room by Business Support staff. Councillors will go to the Council Chamber; the Press will go to Committee Room 2 and the Public will go to Committee Rooms 1 or 3. The meeting will be streamed live to all Committee Rooms.<br>Where there are more members of the public attending than can be accommodated in the two Committee Rooms, there will be an overflow space in the Birch Room on the fifth floor. | | | Yes | |
| | | **Exit** will be through the rear Fire Door in the Council Chamber, and the Upper Ground Floor entrance from the Committee Rooms.<br>Face coverings will be worn at all times, except when sitting at workstations or in socially distanced seats, unless an individual is medically exempt.<br>People should not re enter the building once the meeting has finished. | | | Yes | |

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| | | **Use of WCs**<br>There are two WCs on the Upper Ground Floor outside the Committee Rooms. Hand sanitisers should be used before and after use of the facilities.<br><br>**Bringing own refreshments**<br>If you will need water or other drinks, please bring your own because there will not be any provided.<br><br>Anyone **requiring support with access** to/within the building or who feels they may require a Personal Emergency Evacuation Plan (PEEP) please do contact Democratic Services democraticservices@hastings.gov.uk (01424 451484) at least 48 hours before the meeting so we can discuss what support we can put in place for you. | Councillors should bring their fobs so that they can re-enter the building following the one-way system if using the facilities. | | Yes<br><br>Yes | |
| 2 | **Councillors** | Councillors will only attend face to face Council meetings if they are on the committee.<br>Other Councillors will watch – or take part if appropriate – from home or alternative places, not in Muriel Matters House. | | | Yes | |

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| | | The Councillor Committee Members will be attending the training on MS Teams in the Council Chamber in advance of the meeting and should prepare for this. They will arrive at a specified time, in order to be ready for the start of the training, in advance of the committee meeting. They will have the relevant IT equipment. Those not attending face to face will log into MS Teams as agreed in advance of the start of the meeting. The controls for the training will be the same as the controls for attending the face to face council meeting to follow. | | | No training | |
| | | Housekeeping rules – to be sent to attendees before the meeting and read out at the beginning of each meeting by the Chair person. They will also prepare everyone for the end of the meeting, and oversee people leaving. Everyone in the Chamber will follow directions round the one way system, leaving through the Council Chamber Fire Door at the rear. Those in the Committee Rooms will turn left out of the door and right to exit from the Upper Ground Floor back entrance. | Revised housekeeping announcements to be sent to the Mayor | | Yes | |
| | | Remember that when you are muted, your statements can still be picked up | Councillors will use the desktop Bosch microphones, not headsets. Business | | Yes | |

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| | | by other microphones and therefore you should not say anything to others which is not part of the meeting. | Support will ensure wipes and sanitiser will be available to sanitise desktop microphones. | | | |
| | | Councillors will only attend face to face Council meetings if they are on the committee.<br>Other Councillors will watch – or take part if appropriate – from home or alternative places, not in Muriel Matters House. | | | Yes | |
| | | The Councillors attending the face to face training will arrive as agreed, with the relevant IT equipment.<br>Those not attending face to face will log into MS Teams as agreed in advance of the start of the training.<br><br>Face coverings must be worn indoors at all times, except when sitting at an individual workstation, unless an individual is medically exempt.<br><br>If the Councillors need to leave the room between the training and the meeting, they will exit through the fire door exit, walk round to the Upper Ground Floor back entrance and re-enter. The WCs are available on the way back to the Council Chamber. This is the set one-way system. Councillors will need to ensure that they have their access toggle with | | | No training | |

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| | | them when leaving the room.<br><br>The Chamber will have the windows opened to be appropriately ventilated. Please make sure you bring suitably warm clothing. | | | | |
| 3 | **Public** | The public will be limited to a maximum of ten. Any groups wishing to attend should choose one or two representatives to attend and the rest can watch from home.<br><br>Those who wish to attend will need to arrive at least a quarter of an hour before the meeting begins, at the TIC entrance to Muriel Matters House. If there are more than ten, the first ten to arrive will be taken to the Committee Rooms unless they are from a particular group. Any groups will be asked to nominate one or two of their group to attend the live meeting, and the rest to watch the streamed live meeting from home.<br><br>If the meeting is likely to be popular, there will be more spaces prepared for the public to attend in the Birch Suite on the fifth floor.<br><br>The public will be in Committee Rooms 1 and 3, and the live meeting will be streamed to these rooms. They should stay 2 metres apart as the | Meetings that attract a significant amount of interest will need to be run either with further spaces available in the Birch Suite, or off site to enable a large number of members of the public to attend. | | Yes | |

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| | | rooms are laid out, and should wear face coverings at all times unless they are medically exempt. When sitting in socially-distanced chairs, they can remove the face coverings.<br><br>The rooms will have the windows opened to be appropriately ventilated. Please make sure you bring suitably warm clothing.<br><br>There will be a member of staff in the Upper Ground Floor corridor to ensure that the public have anything they need which fits with the risk assessment.<br><br>They will also guide the press/media people out of the building at the end of the meeting (or when they wish to leave).<br><br>The public will read the relevant risk assessment in preparation for attending, and follow the controls.<br><br>In a popular meeting, Wardens may help to control any crowds. | | | | |
| 4 | **Petitioners and Applicants** | Petitioners and applicants will read this risk assessment in advance, and comply with all the controls. | | | No – N/A | |

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| | | Remember that when you are muted, your statements can still be picked up by other microphones and therefore you should not say anything to others which is not part of the meeting.<br><br>Petitioners and applicants<br>The Lead Petitioner can speak for 5 minutes during the meeting to raise their objection; they are then usually questioned by the committee. In terms of preparation for the meeting, they are usually informed about which meeting is relevant and invited to attend, and have the process of speaking at the meetings.<br><br>They will have read the risk assessment and will need to comply with the controls. | | | | |
| 5 | **Press and Media** | People preparing to attend face to face Council meetings on behalf of the Press or Media will recognise that the numbers are limited to 4, and will read the relevant risk assessment in preparation for attending, and follow the controls.<br><br>There are four spaces for the press/media to attend the meeting; they will have been encouraged to watch the streamed live meeting. Those who wish to attend will need to | Risk assessment to be published on the website for the press and will be shared with the communications team.<br><br>Kevin Boorman and Hannah Collins to attend in order to support the press and media. | | Yes<br><br>Yes | |

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| | | arrive at least a quarter of an hour before the meeting begins, at the TIC entrance to Muriel Matters House. If there are more than four, the first four to arrive will be taken to the Committee Rooms, unless they are from the same organisation. Any of those doubled up will be asked to vote for one of their group to attend the live meeting, and the other(s) to watch the streamed version from elsewhere.<br><br>The press/media will be in Committee Room 2, and the live meeting will be streamed to this room. They should stay 2 metres apart as the room is laid out, and should wear face coverings at all times unless they are medically exempt. When sitting in socially-distanced chairs, they can remove the face coverings.<br><br>The rooms will have windows opened to be appropriately ventilated; please make sure you bring suitably warm clothing.<br><br>There will be a member of staff in the corridor outside the Committee Rooms to ensure that the press/media have anything they need which fits with the risk assessment. They will also guide the press/media people out of the building at the end of the meeting (or when they wish to leave). | | | Yes | |

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| 6 | **Officer** | The Officer in attendance will usually be a senior Legal Officer, but may be another Officer where appropriate. They will prepare as usual for the meeting, taking into account the COVID-19 controls.<br><br>Remember that when you are muted, your statements can still be picked up by other microphones and therefore you should not say anything to others which is not part of the meeting.<br><br>The Officer for the meeting may be attending the training on MS Teams in the Council Chamber, and if so, should prepare for this. They will attend the face to face training at an agreed time, with the relevant equipment, or will log on at an agreed time to attend remotely.<br>The controls for the training will be the same as the controls for attending the face to face council meeting to follow.<br><br>Face coverings must be worn indoors at all times, except when sitting at an individual workstation, unless an individual is medically exempt.<br><br>If the Officer needs to leave the room between the training and the meeting, they will exit through the fire door exit, walk round to the Upper Ground Floor | | | Yes<br><br>No training. | |

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| | | back entrance and re-enter. The WCs are available on the way back to the Council Chamber. This is the set one-way system. | | | | |
| 7 | **Support Staff** | **Business Support**<br>Business Support will be given information about how many people are expected to attend the meeting (and any training in advance).<br>The Chair, Vice-Chair and Lead Officer will assist Business Support in setting out specified places and name plates.<br>Business support will set up the Council Chamber and the three Committee Rooms with respect to seats distanced at 2 metres or with Perspex sheets between individual spaces.<br>They will also ensure that any wires are covered to avoid them being trip hazards.<br>If the meeting is expected to be popular and over-attended, the Birch Suite will be prepared for overflow Public attendees.<br><br>Business Support will ensure that windows are open to increase ventilation to any rooms on the Upper | Expected attendees/participants as per above. | | Yes | |

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| | | Ground Floor, and in the Birch Suite where appropriate. | | | | |
| | | Business Support will also co-ordinate the people who will be available to welcome people arriving at MMH for the meeting, and another to take people, socially distanced, to the appropriate room.<br>Business Support will liaise with other staff to ensure that there is the necessary support which may be needed. | | | Yes | |
| | | Anti-Viral Hand Sanitiser will be provided in each of the rooms to be used. Business Support will ensure that the used rooms are cleaned after the meeting, or – if it ends after 7.15 pm and they are notified in advance that this is likely to happen – they will book the cleaners for the next morning. | | | Yes | |
| | | **IT**<br>IT will prepare to run MS Teams meetings for the face to face meetings, oversee the live streaming, and ensure that the necessary items are available and ready to place.<br><br>Democratic Services will ensure that they are aware of the Training | | | Yes | |

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| | | Schedule, as well as the Committee Meetings. | | | | |
| | | IT will be ready to stream the training to others entitled to attend virtually. Should someone attend with a valid reason for not having a laptop, they will have contacted IT in advance and will be supplied with a laptop and headset for use during the training.<br><br>This will need to include laptop provision for public/partners in physical attendance with a speaking role in the meeting. | Councillors to be reminded that any IT issues should be flagged at the earliest opportunity. Attending without a device and headset may mean the Councillor cannot participate in the meeting. | | Yes<br><br>No public speaking | |
| | | IT staff will agree in advance who will attend MMH to support the meeting. They will ensure that everyone has the necessary equipment in advance and knows how to use it, as long as they have been contacted at least 48 hours in advance.<br>It will provide equipment where agreed (such as for petitioners and applicants), and will provide power where this is possible.<br>IT will arrange streaming to the Committee Rooms, and externally. If the Birch Suite is being used, they will also arrange streaming to the Birch Suite. | | | Yes | |
| | | IT will ensure that people have what they need and know how to close it | | | | |

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| | | down at the end of the meeting. They will stop the streaming at the end of the meeting, and close down as necessary. | | | Yes | |
| | | **Democratic Services**<br>Democratic Services will send out the Agenda and Risk Assessment with any other relevant information at the specified time ahead of the meeting.<br><br>Any co-ordination of departmental staff, business support and IT will be done by Democratic Services. All staff will be clear about the timings, and their role.<br><br>Democratic Services will send out the risk assessment to known meeting participants (officers, councillors, known public/partners with speaking role) and any other directions, the specified time ahead of the meeting. | Relevant information to be shared via the Risk Assessment and all staff to read and agree the Risk Assessment before it is circulated to attendees. | | Yes<br><br>Yes<br><br>Yes | |
| | | **Departmental Staff**<br>The Departmental staff will ensure that they send the relevant information to Democratic Services for the meeting Agenda as usual. They will also liaise with Democratic Services over the specific risk assessment for that meeting, and will work with them on the number of Petitioners and | | | Yes | |

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| | | Applicants who wish to speak at the meeting.<br><br>Staff will also ensure that they arrange to attend the meeting on MS Teams (mostly virtually, but some in person).<br><br>They will prepare as usual for the meeting, taking into account the COVID-19 controls. | | | | |
| 8 | **Trainer** | The trainer will be from HBC, or will be from an external organisation, chosen by the relevant Senior Officer.<br>The trainer will be doing the training on MS Teams in the Council Chamber – or remotely to the trainees in the Council Chamber, and should liaise with Democratic Services, and prepare for this. They will provide any Powerpoints or other documents to be used on-screen to Democratic Services.<br>The trainer will have the appropriate laptop and headset, and will ensure that it is working in advance.<br><br>The controls for the training will be the same as the controls for attending the face to face Council meeting to follow.<br><br>Face coverings will be worn indoors at all times, except when sitting at an | No training | | No | |

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| | | individual workstation, unless an individual is medically exempt.<br><br>If the trainer has attended in person, and is leaving the meeting after the training session and before the Committee meeting, they will leave via the rear Fire Door exit to the back of the building, as agreed for the one-way system. | | | | |

**Risks and controls have been informed by and confirmed with all those involved in setting up and running Council Meetings.**

**Risk Assessment statement completed by: Danny Saxby** **Date: 6th July 2021**

**Risk assessment reviewed and signed off by: Jane Hartnell** **Date: 9th July 2021**

The full government guidance upon which this risk assessment is based is available from this link:

https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings