



RISK ASSESSMENT FORM

COVID-19: Reopening of Community Halls

Location: JUBILEE HALL, NAPIER HALL & NAPIER COMMITTEE ROOM

Date: 13th July 2020

Area of Risk	Who is at risk?	Risk Identified	Actions to take to mitigate risk	Notes
Main Hall	Staff, Councillors, Contractors, Members of the public	<ul style="list-style-type: none"> ▪ Hall not cleaned prior to use ▪ Previous hall users have not cleaned upon leaving ▪ Social distancing not observed 	<ul style="list-style-type: none"> ▪ Staff provided with plastic or rubber gloves and masks. Contractors/hall hirers provide their own. ▪ Members of the public to provide and use their own face coverings and gloves. ▪ Hall caretaker has been instructed to clean before and after each group attending the hall ▪ Each group has provided a procedure to ensure their group attendees adhere to safety measures ▪ Social distancing guidance to be observed by hirers in arranging their activities. ▪ Staff to wash outer clothes after cleaning duties. 	<ul style="list-style-type: none"> ▪ Notices stipulating Covid-19 guidance for hall use are displayed upon entering the hall as well as in prominent places through the hall. ▪ Antiviral surface spray is used by caretaker for cleaning. Also available for each group to use during attendance. ▪ Restricted numbers within the hall to facilitate social distancing. ▪ Staff given guidance as to cleaning all common surfaces such as door handles, light switches, hand rails and flat surfaces are to be cleaned with anti-viral spray before and after every hall booking.
Hand Cleanliness	Staff, Councillors, Contractors, Members of the public	<ul style="list-style-type: none"> ▪ Transmission to other members of group. ▪ Transmission to surfaces on the premises 	<ul style="list-style-type: none"> ▪ Members of the public to provide and use their own face coverings and gloves. 	<ul style="list-style-type: none"> ▪ Alcohol hand sanitiser is installed at all entrances for hall users to use upon entering the building.
Bins	Staff, Members of the public	<ul style="list-style-type: none"> ▪ Disposing of rubbish containing tissues and cleaning cloths. 	<ul style="list-style-type: none"> ▪ Staff provided with plastic or rubber gloves and masks. Contractors/hall hirers provide their own. ▪ Staff given guidance and PPE for use in the event deep cleaning is required. 	<ul style="list-style-type: none"> ▪ Staff given guidance as to emptying bins after each group and to dispose of rubbish safely.



Vulnerable persons	Staff, Councillors, Contractors, Members of the public	<ul style="list-style-type: none"> Exposure to Staff, Contractors, Councillors and/or members of the Public who are either extremely vulnerable or over 70. 	<ul style="list-style-type: none"> Staff in the vulnerable category are advised not to attend work for the time being. Vulnerable Contractors, Councillors and members of the public are advised to consider whether attending is necessary If attendance is necessary vulnerable persons are advised to wear protective clothing. 	<ul style="list-style-type: none"> Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.
Toilets	Staff, Councillors, Contractors, Members of the public	<ul style="list-style-type: none"> Social distancing difficult Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. 	<ul style="list-style-type: none"> Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Signage are displayed with regard to hand washing. Thorough cleaning of all common surfaces after each group. 	<ul style="list-style-type: none"> Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Allow vulnerable users to use the toilets one at a time.
Kitchen	Staff, Councillors, Contractors, Members of the public	<ul style="list-style-type: none"> Social distancing difficult Surfaces in frequent use = door handles, light switches, surfaces, appliances, cupboard/drawer handles, crockery, cutlery. 	<ul style="list-style-type: none"> Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided Consider encouraging hirers to bring their own Food and Drink for the time being. 	<ul style="list-style-type: none"> Cleaning materials to be made available in clearly identified location, Hirer to follow procedure identified for their group
Storage Rooms (furniture)	Staff, Members of the public	<ul style="list-style-type: none"> Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use 	<ul style="list-style-type: none"> Caretaker to clean all tables and chairs prior to use. Hirer to follow cleaning procedure following use 	<ul style="list-style-type: none"> Social distancing guidance to be observed by hirers in arranging their activities.



Store cupboards (cleaner etc.)	Staff	<ul style="list-style-type: none"> ▪ Door handles, light switch 	<ul style="list-style-type: none"> ▪ Public access unlikely to be required. 	<ul style="list-style-type: none"> ▪ Caretaker to decide frequency of cleaning.
Car Park	Staff, Councillors, Contractors, Members of the public	<ul style="list-style-type: none"> ▪ Social distancing is not observed as people congregate before entering premises. ▪ Parking area is too congested to allow social distancing. ▪ People drop tissues. 	<ul style="list-style-type: none"> ▪ Notices encouraging social distancing are displayed. ▪ Hirers to encourage group attendees to enter one at a time in accordance with identified group procedure ▪ Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. ▪ Staff provided with plastic or rubber gloves 	<ul style="list-style-type: none"> ▪ Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. ▪ Ordinary litter collection arrangements can remain in place. ▪ Caretaker to clean car park of any dropped tissues following each hire.
Play areas	Staff, Members of the public	<ul style="list-style-type: none"> ▪ Transmission to other members of the public ▪ Transmission to surfaces on the premises 	<ul style="list-style-type: none"> ▪ Notices stipulating Covid-19 guidance for play area use are displayed ▪ Members of the public are encouraged to provide their own hand sanitiser for use ▪ Members of the public are encouraged to dispose of tissues, wipes etc. in the bins provided. 	<ul style="list-style-type: none"> ▪ Risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain.
Outdoor Fitness area	Staff, Members of the public	<ul style="list-style-type: none"> ▪ Transmission to other members of the public ▪ Transmission to surfaces on the premises 	<ul style="list-style-type: none"> ▪ Notices stipulating Covid-19 guidance for play area use are displayed ▪ Members of the public are encouraged to provide their own hand sanitiser for use ▪ Members of the public are encouraged to wipe down fitness equipment after use. 	<ul style="list-style-type: none"> ▪ Risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain.