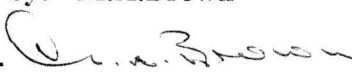


COVID – 19 RISK ASSESSMENT

War Memorial Hall
Frating

2020-07-05

Completed by:- M.A.Brown

Signature:- 

Sheet No.1.
[2 Pages]

Front Entrance Lobby

Main Access

Risk of Contamination

Source of Risk

People at Risk

Persons entering hall

All doors, door handles,
window ledge, supporting
supporting the presence
of the virus.

All persons entering
the hall and touching
contaminated surfaces.

Persons not keeping
to the recommended
2 metres social
distances.

Dimensions of the lobby.

All persons entering
and not keeping to
the recommended
2 metres social
distances.

Persons entering the
Hall carrying the virus

All persons using the hall
for social, recreation,
maintenance purposes.

All hall users.

People at Risk

1-100 members of the public attending
the hall for meetings, training, clubs,
parties and other social events. Cleaners
and hall maintenance personnel.

Evaluation – Removal, Reduction and Protection From Risk.

The need to keep the lobby clear of the Covid – 19 virus by:-

- 1. Thoroughly cleaning of the lobby with anti-bacterial substances on a regular basis. It is of note that the given is that the virus does not survive beyond 72 hours; therefore if the lobby is unused for that period of time the it should be considered to be clear.**
 - 2. Persons attending the hall should be advised decontaminate their hands with anti –bacterial substances before entering by use of their own sprays or gels.**
 - 3. It is recommended that a face mask is worn before entering the premises.**
 - 4. The recommended guidelines of 2 metre social distances should be adhered to at all times.**
 - 5. Only one person at a time should enter through the lobby door to ensure safe distances, due to the size of the entrance. Exception may be made for those requiring personal assistance such as those wheel chair assisted.**
 - 6. ‘Shielded’ persons should be advised to remain safe at all times before deciding to enter and join in any hall activities and to consider any risk increase.**
 - 7. Both entry doors should be opened for ease of access.**
 - 8. Anti-bacterial sprays or gels to be made available to person having entered to hall.**
 - 9. Visitors collecting hall users should remain with their cars in the hall car park.**
 - 10. That the potential risks are drawn to the attention of organisers of hall events with the actions to be taken.**
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COVID – 19 RISK ASSESSMENTS

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Sheet No.2
[3 Pages]

The Hall

Activity Centre

Risk of Contamination

Source of Risk

People at Risk

Persons using the hall touching various virus contaminated surfaces in the hall or equipment used.

All window ledges, light switches, heater switches, power points, chairs, tables, door handles, notice boards, hall or users equipment.

All users of the hall for activities or maintenance purposes, particularly 'shielded' personnel.

Other users of the hall not socially distancing themselves.

People at Risk

1-100 members of the public attending The hall for meetings, training, clubs, parties and other social events. Cleaners and maintenance personnel.

Evaluation – Removal, Reduction, and Protection from Risk.

There is a responsibility to keep the hall clear of the Covid – 19 virus or to reduce the opportunity for the spread of the virus to allow for community activities to continue in the hall.

- 1. In order to allow for social distances of 2 meters as per guidance it is not possible to accommodate the numbers of people previously acceptable. The numbers have to be reduced to a maximum of 12 people seated or 20 people standing. This can be done by the organisers of the event regulating the numbers in attendance, in advance and to ensure the 2 meter social distances are maintained.**
- 2. Assuming that that the recommended action has taken place whilst passing through the lobby, further anti-bacterial substances should be made available for regular application. Any hand washing preferred can take place in the toilet block where soap and water is available with the use of disposable paper towels.**
- 3. All chairs, tables and equipment to be used should be wiped with anti – bacterial wipes before and after use, supervised by the event organiser, as the person responsible.**
- 4. To supplement this cleaning the hall should be deep cleaned once every two weeks.**
- 5. Time allowance may be made with the Booking Clerk to allow for cleaning before and after each activity.**
- 6. It is essential that the organiser or person responsible is Aware and agrees to these guidelines before the booking is accepted.**
- 7. In the event of a fire then the fire regulations apply and the premises vacated in an orderly fashion using the fire exits, if necessary via the kitchen.**
- 8. The kitchen will not be in use whilst the risk of the virus is present but may be used in the event of someone becoming unwell with the virus symptoms when attending an event or activity.**

Having isolated the person to return home to continue being isolated and calling 111 the event should be closed down and reported to the Booking Clerk who will arrange for the hall to be cleaned before further use.

The organiser or responsible person is required to have the details of all persons present to allow for the relevant virus tracking system to take place. All persons present should then isolate themselves until advised that it is safe to continue.

COVID – 19 RISK ASSESSMENTS

War Memorial Hall
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Signed:- 

Sheet No.3
[2 pages]

The Kitchen

Catering

Risk of Contamination.

Source of Risk

People at Risk

Persons using the kitchen for food and beverage preparation.

The use made by all individuals using the hall and maintenance personnel, preparing food and beverages, touching surfaces, cupboards and utensils. spreading the virus.

All users of the hall.

The lack of space For 2 metres social distancing

Individuals unable to pass one another to allow for social distancing.

All users of the hall.

People at Risk

1 -5 using the kitchen for catering purposes. Difficulty in supervising numbers entering the kitchen to 'help'. Inability to maintain social distances. Insufficient space for passing and food and preparation surfaces.

All users of the Kitchen.

Evaluation – Removal, Reduction and Protection from Risk.

The kitchen is sufficiently deficient in space to allow for 2 meters social distances and the risks involved in the preparation of food and beverages in the confinement of the room would be high; particularly in attempting to control the spread of the virus.

Allowances can be made for the use of anti-bacterial agents, face masks and protective clothing but it would not alter the lack of space for social distancing, all of which would require close supervision.

The kitchen space may be used as a rest room for anyone showing signs of or symptoms of the virus, to isolate them from others whilst medical assistance is sought. After which a deep clean would be recommended. The full action necessary in these circumstances are detailed within the hall risk assessment.

It is noted that the outside door in the kitchen is available as a disabled entrance and exit and a fire exit. This may continue to exist with the added precaution by use of anti-biotic gels being available adjacent to the door leading into the hall. In the case of a fire the fire, exit must remain available.

It is therefore recommended that the kitchen should not remain for the purpose designed and therefore it should be marked as such and the organisers or the person designated should be made aware before any booking takes place.

COVID – 19 RISK ASSESSMENTS

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Completed by:- M.A.Brown

Signed:- 

Sheet No 4
[2 pages]

The Toilet Block

Male, Female and
Invalid Toilets with
Hand Washing
Facilities

Risk of Contamination

Persons using the
toilet block facilities
and in physical
contact with all
surfaces.

Source of Risk

All surfaces used
including light
switch, hand basin,
door handles,
toilets and bins.

People at Risk

Up to 20 people
using this toilet
facility during
activities in the
hall and
personnel for
maintenance.

People at Risk

1 to 100 people use the premises
for meetings, training, clubs,
parties and other social events, in
addition to cleaners and
maintenance personnel and the toilet
block is an essential facility. All have
physical contact with the surfaces within.

Evaluation – Removal, Reduction and Protection from Risk

The toilet block is an essential facility to the hall users. It has the means for hand washing, use of ante-bacterial soap supplied with paper towels and a means of disposal. The risk from the virus is considerable unless cleaning processes are in place. A routine procedure must be carried out.

1. The toilet block should be deep cleaned every two weeks.
2. The organiser as the person responsible must ensure that the surfaces in the toilet block are all wiped with an anti bacterial wipe before each event and again after if the toilet block was used.
3. If the toilet block has not been used for 72 hours or more it may be assumed, within the guidance, that the virus is not present. Equally so if the toilet block is not used during the event then further cleaning should not be necessary. If no cleaning has taken place then the booking clerk should be informed, giving the reason.
4. As with the rest of the hall a social distance of 2 meters should be adhered to at all times. Due to the lack of necessary space in the block only one person at a time should use the facility unless there is a need to escort a disabled person or young child when the carer can assist. This restriction must be supervised by the event organiser or person responsible.
5. The numbers of people in the hall under the new arrangements will be 20 or less keeping the social distances, therefore the numbers using the toilets may be fewer but the hand washing facility may still be used.
6. Should anyone feel unwell in the toilet block with symptoms of the virus then the kitchen is designated as a rest room where they can be isolated while 111 can be called for further advice or they can return home to await further diagnoses. Meanwhile the event should be stopped and the Booking Clerk informed so that a deep clean can be considered before the hall may be used again.

Details of all people present at the event should be passed to the booking Clerk by the event organiser so that a tracing system can be instituted and those on the list should consider their own isolation or seek further medical advice.
