

Corfe Mullen Town Council
Covid-19 Village Hall Risk Assessment



Completed by: Nicola Gray Dated: 14 July 2020
 Updates: 17 August 2020
 18 September 2020

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Risk Level	Action by who?	Action by when?
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Volunteers • Visitors to your premises • Cleaners • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing taking place • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available 	<p>Staff to be reminded on a regular basis to wash their hands for at least 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) everyone is reminded of the public health advice –</p> <p>https://www.publichealth.hscni.net/covid-19-coronavirus</p> <p>Notices and posters are displayed in all areas of the office, toilet facilities and kitchen.</p>	LOW	ALL	Continuously throughout working day.
		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces which are touched regularly particularly in areas of high use such as door handles, light switches, window catches, tables and chairs using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>All to be cleaned as part of a cleaning regime twice daily as well as disinfectant spray and materials for each hirer to clean before and/or after lets. Caretaking staff will also spray and wipe all touchpoints between lets.</p>	LOW	ALL	Continuously throughout working day.

		<p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency, or 1m+ with additional measures.</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p>	<p>Staff to be reminded daily of the importance of social distancing both inside and outside of the workplace.</p> <p>2 people maximum allowed in the kitchen at any one time. Clearly marked with signage</p> <p>Marking out of 2m social distance and a one-way system for entering and exiting the building to ensure there is minimal contact between individuals.</p>	LOW	ALL	Continuously throughout working day.
		<p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. For those staff who are allergic to soap and/or antibacterial sanitiser, gloves will be made available.</p>	LOW	ALL	Continuously
		<p><u>Air Conditioning</u> Air Conditioning Units will not be permitted for use. Government guidelines confirm the spread of Covid-19 is aggravated by recirculating air conditioning within buildings. All doors and windows must be opened during occupation of the hall to ensure adequate ventilation. During winter months, heating will be turned on, however, windows will be required to remain open to ensure adequate ventilation.</p>	<p>Caretakers to ensure Air Conditioning is not turned on and curtains must always remain open, with windows and doors open during occupation.</p>	LOW	ALL	Continuously

		<p><u>PPE</u> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Masks are compulsory for users of village halls and community centres as per the government guidance https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p>	<p>Staff may choose to wear masks if they wish, however all non-staff members must wear masks when entering and for the duration of their visit, with the exception of those who are exempt, and whilst seated for eating and drinking or exercising. Masks must be reapplied once these activities have finished within the hall.</p> <p>Normal PPE for cleaning staff provided.</p>	LOW		
		<p><u>Symptoms of Covid-19</u> If any staff become unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.</p> <p>Senior staff will maintain regular contact with staff members during this time.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on your premises (including where a member of the council has visited other premises), the management team of the council will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Internal communication channels and cascading of messages through senior staff will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Senior staff will offer support to staff who are affected by Coronavirus or have a family member affected.</p> <p>Full track and trace information of all attendees must be gathered by the manager of the Hall and each hirer must agree to their details being provided to Government tracers should the Town Council be advised that a positive case has been identified as having attended the village hall.</p> <p>A QR code will be displayed in all areas of the hall for those who have downloaded the Track and Trace App.</p>	LOW	ALL / NG	Daily.

		<p><u>Hall Users and Hirers</u> Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.</p>	<p>Individual Risk Assessments to be provided by each hirer for their respective activity, which will sit alongside this Risk Assessment.</p> <p>To comply with the law in relation to “the Rule of Six”, maximum numbers of groups will be no more than 6 including instructors/teachers. The detail for this may be read in the following guidance at 3c: Recreation, Leisure and Social Gatherings.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p>Children’s and Youth groups are exempt from this rule and hirers should refer to the following guidance.</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>			
		<p><u>Mental Health</u> Council management will promote mental health & wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference – https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	LOW	NG	Daily