

Risk Assessment

						RA Ref No	FremHall1a										
						Date	21-06-20										
Risk Rating						Location:	Fremington Village Hall – Main Hall										
Likelihood	Likely (4)	4	8	12	16	Workplace Address:	Activity:	Prepared By:	Chris Willmott								
	Rather Likely (3)	3	6	9	12			Name (BLOCK CAPS)	CHRIS WILLMOTT								
	Rather Unlikely (2)	2	4	6	8			Signature	<i>C. Willmott</i>								
	Unlikely (1)	1	2	3	4	Notes:	<p>These are exceptional circumstances and all service providers must comply with the latest Government advice on Coronavirus (Covid-19) at all times. These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance.</p> <p>The HSE is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action. Service Providers operating during the Coronavirus (Covid-19) pandemic needs to ensure they are protecting their workforce and customers and minimising the risk of spread of infection.</p> <p>If an activity in the hall cannot be undertaken safely it should not take place.</p>										
		Low (1)	Moderate (2)	Severe (3)	Catastrophic (4)	People at Risk	Employees	<input checked="" type="checkbox"/>	Customers	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>		Others	<input type="checkbox"/>	Specify	
		Severity				(Green) – Acceptable Risk: Implementation Permitted	(Yellow) – Intermediary: situation can be improved. Implementation when existing controls and any further actions have been implemented as far as reasonably practicable.		(Red) – Unacceptable. Work cannot go ahead without further controls to reduce the risk to Acceptable or Intermediary. If the risk cannot be reduced, then work should be escalated to the Divisional SHEQ Team and Responsible Person for further advice before works commence.								

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Self-Isolation	4	3	12	<p>Any persons defined on medical grounds as extremely vulnerable should not enter the hall.</p> <p>Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and those protecting extremely vulnerable people should not enter the hall.</p> <p>Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.</p> <p>Anyone who meets one of the following criteria should not come to the hall:</p> <ul style="list-style-type: none"> - Has a high temperature, loss of taste or smell, or a new persistent cough - Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) - Is living with someone in self-isolation or a vulnerable person. - Has returned from an affected country. 	N	<p>A declaration is to be signed by the event organiser to ensure they have contacted ALL the event attendees to ask the following:</p> <ul style="list-style-type: none"> - Are you classed as a member of a vulnerable group or shielding? - Do you live with someone who is a member of a vulnerable group or shielding? - Is a vulnerable person (by virtue of age, underlying health condition, clinical condition or are pregnant)? - Do you have a high temperature, loss of taste or smell, or a new persistent cough? - Have you returned from an affected country? <p>If the answer is yes to any of these questions, then the attendee cannot attend the event.</p>	3	2	6	Y
If a hall worker develops a high temperature or a persistent cough while at work. Risk of spreading virus and contamination.	4	3	12	<p>The worker should:</p> <ul style="list-style-type: none"> - Return home immediately - Avoid touching anything - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow - follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed 	N	<p>A cleaner to be engaged to carry out any decontamination</p>	3	2	6	Y
Travel to the Hall	4	3	12	<p>Wherever possible users should travel to the hall alone or within their social group using their own transport.</p> <p>Consider should be given to other means of transport such as cycling/walking.</p> <p>The event organiser is responsible for ensuring wherever possible event users maintain social distancing during transport to their event</p>	N	<p>If users have no option but to share transport, they should maintain social distancing and use suitable PPE.</p>	3	2	6	Y

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Restrictions on number of users at events			<p>Until further notice, the number of hall users at events will be restricted to maintain social distancing. The maximum number of attendees at any one event will be 36.</p> <p>The event organiser is required to provide to the committee a plan to identify how the event is arranged and managed, including numbers of attendees, chairs, tables and equipment being used, before the booking is accepted.</p> <p>Event organisers are responsible for maintaining social distancing during their events.</p>	<p>Number of attendees restricted based on floor area to maintain social distancing wherever possible.</p>					

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<p>Cleaning, Hand Washing & Toilets</p>	4	3	12	<p>All hall users are required to wash or clean their hands before entering or leaving the site. Hand cleaning facilities will be available at entrances and exits. This is hand sanitiser and wipes. Once inside the hall toilets will be available for hand washing with soap and water.</p> <p>A cleaner will thoroughly clean the hall including all common contact surfaces such as access/exit areas, handles, toilets, basins, taps at the start of each day.</p> <p>Hall users should allow for regular breaks for hand washing. Hand washing should be done for a min of 20 seconds.</p> <p>The event organiser should restrict the number of people using toilet facilities at any one time to one person only. All hall users should wash hands before and after using any toilets. Ensure hand towels are disposed of within rubbish bins provided in the toilets. Soap and fresh water are always readily available and kept topped up</p> <p>The event organiser should ensure that wash hand basins, WC flush handles, door handles, light switches, tables and chairs used are cleaned at the start and end of the event using the cleaning materials provided. Rubbish should be placed in the black bin bags provided and disposed of in the external refuse bins.</p>	<p>A cleaner is employed to ensure that consumables are readily available and stocked up in the hall.</p> <p>A cleaner is employed and will attend once per day.</p> <p>Additional hand wash stations to be supplied at access/egress points.</p> <p>Cleaning materials are provided.</p> <p>Bins and black bags provided for all waste.</p>	3	2	6	Y
<p>Kitchen Arrangements</p>	4	3	12	<p>Until further notice the kitchen will not be available for use for any event. Access to the kitchen is forbidden and will incur a full deep cleaning cost if not adhered to.</p>	<p>N</p> <p>Access to the kitchen will be restricted by marker tape across doors.</p>	1	2	2	G

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Segregation and Travel routes	4	2	8	<p>Until further notice a one-way system will be in operation for entry and exit to and from the hall. Entrance will be through the existing entrance at the front of the hall. Exit will be through the fire exit at the side of the hall.</p> <p>The event organiser is responsible for managing access in and out of the hall for their event. They must maintain a presence at the entrance/exit at the start and end of the event to ensure safe access to and from the hall.</p> <p>A one-way system will be in operation for all events within the hall. A circular route will be in place for access to and from the toilets.</p> <p>The event organiser is responsible for managing access to and from the toilets for their event</p>	Y	Signage in place to direct hall users	3	2	6	Y
Avoid Close proximity during events	4	3	12	<p>Event organisers should plan the event to minimise contact between users. Every effort must be made to avoid being in close proximity to others and to ensure social distancing of 2m as per Government recommendations.</p> <p>Event organisers who cannot guarantee their event will meet social distancing guidelines must ensure suitable mitigation is in place to protect the users, such as PPE.</p> <p>The event organiser is responsible for providing a plan to show how the event will be arranged and managed.</p>	N	Event organisers will sign a declaration to confirm they will maintain social distancing or have suitable mitigation in place.	3	2	6	Y
Tables and chairs	4	2	8	<p>The number of chairs that can be used will be restricted to 36 in the hall and 12 in the annex.</p> <p>All tables and chairs will be cleaned by a cleaner at the start/end of each day.</p> <p>The event organiser is responsible for cleaning tables and chairs at the start and end of each event using the cleaning materials provided.</p>	Y	<p>A cleaner is employed and will thoroughly clean all tables and chairs at the start/end of each day</p> <p>Cleaning materials will be provided</p>	3	1	3	G

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Rubbish				<p>Event organisers must ensure that all rubbish is removed at the end of the event. Black bags will be provided and must be sealed and placed in the onsite bins provided in the car park.</p> <p>All personal belongings must be removed or will be disposed of if left in the hall at the end of the event.</p>		<p>Black Bags will be provided for all events. Bins are provided externally in the car park.</p>	4	1	4	Y
PPE	4	2	8	<p>The organiser of each event must take responsibility for arranging PPE such as masks if it is felt they are a requirement.</p> <p>Single use PPE should be disposed of so that it cannot be reused.</p>	Y	<p>The health and safety requirements of hall users must not be compromised at any time. If an activity cannot be undertaken safely due to a lack of social distancing or PPE, it will not take place.</p>	4	1	4	Y
Behaviours				<p>The measures necessary to minimise the risk of spread of infection rely on everyone using the hall taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between hall users and employees/committee members where any issues can be openly discussed and addressed</p>		<p>All users of the hall will receive instructions prior to their booking.</p> <p>There will be visual reminders in the hall (e.g. Hand washing, one-way systems).</p> <p>Any hall user demonstrating unsafe behaviours will be asked to leave the hall immediately.</p>				