



BIRSTALL PARISH COUNCIL

Birstall Village Hall

Risk Assessment for: Birstall Village Hall

Reason for Risk Assessment: To make sure people know what they need to do to maintain safety (user groups and their clients) to reduce the spread of Covid-19.

Venue: Birstall Village Hall

Carried out by: Sue Coulson – Clerk to the Council

Date of Assessment: 24 August 2020

Version: 1

Please note: *This risk assessment was carried out in line with Government and Public Health guidance that was available to date and may require further update if guidance were to change.*

Hazard	Risk H M L	Persons at Risk & Potential Risks	Control Measures	Comments / Action	Residual Risk Rating H M L
Spreading Covid-19	M	<ul style="list-style-type: none"> • Staff • Hirers and Visitors to the premises • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant people, those with existing / underlying health conditions • Anyone else who physically comes into contact with the Village Hall. 	<p><u>Hand Washing / Sanitising</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place and advised to all clients. – signage on hand washing available at all handwash areas. • Hand Sanitising stations have been installed at entrance and exits; signage is in place. • Drying of hands with disposable paper towels advised to users in the kitchenette / kitchen. • Internal doors to access areas of use during the session to be kept open (if possible) to limit the amount of people required to touch areas in the Village Hall to open and close doors. • Clients attending the centre advised to refrain from touching things where practicable. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaner to carry out full clean of the Village Hall on Mondays and Fridays and after hiring takes place. This will include disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, entrance area and door, using appropriate cleaning products and methods. • Hirers advised to bring own disinfectant products to complete a 'before and after session wipe down' of high use areas. This is to be kept out of reach of children and stored safely. • Fabric covered chairs have been removed and replaced 	<p>Ensure internal doors are open in advance of clients arriving. Consider propping open front doors to the Village Hall as these tend to swing shut by themselves.</p> <p>Ask all who attend the centre to hand sanitise on arrival. Signage is in place at entrances and exits</p> <p>Do not allow general public who are not attending your session to access the Village Hall including the toilets.</p> <p>Bring hand sanitisers for sessions and put in areas clients will be present.</p> <p>Bring small 'cleaning kit' for use at the</p>	L

			<p>with hard surface chairs to accommodate the maximum number of people permitted to use the venue.</p> <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Signage to identify 2-meter distancing is in place on the floors of the main hall. • A one-way system has been identified and floor markings are in place. • The number of attendees (people in the Village Hall) will comply with the <u>2-metre</u> gap recommended by the Government Guidance – <u>max number of 15</u> • The number of attendees (people in the Village Hall) will comply with the <u>1-metre</u> gap recommended by the Government Guidance <u>but must wear face coverings at all times</u> – <u>max number of 30</u> • Wherever possible people should be seated side by side rather than facing each other. • Latest guidance can be found here; https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing • Hirer to reiterate 2m distancing in advance of the session (or 1-m distancing stressing that face coverings must be worn at all times) and if several people arrive at once for the session they are directed by the hirer to queue to enter (socially distanced) to allow time for hand sanitising on entry. • Any activity set up to be laid out in line with social distancing guidance and staggered entry and exit to the session advised. • Hirers clients advised to bring their own pens / mats or other equipment where appropriate. (Including hand gel and face coverings) 	<p>Village Hall before and after session on high use areas / equipment such as handles / mats / tables / chairs etc.</p> <p>Give guidance to clients on how to enter / exit to ensure social distancing (staggered where possible). Ensure clients are adhering to social distancing measures during session.</p> <p>Registers taken to note people in attendance at the centre will include a form of contact to reach them in the event this is required (e.g. track and trace if they have come into contact with someone who has symptoms of Covid-10). Registers may be</p>	
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			<ul style="list-style-type: none"> Hirers are to record contact details of attendees and retain them for an appropriate period. They may be required in the event of an outbreak of the virus by the Public Health Authority. <p><u>Symptoms of Covid-19</u></p> <p>If anyone is unwell with a new continuous cough or a high temperature, or loss of taste and smell, they will be asked not to attend the Village Hall and to report their symptoms to the NHS Track & Trace https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the Clerk will contact the Public Health Authority to notify them of the case and identify hirers that may have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>inspected by Parish Council staff to ensure that the government guidelines are being followed with regards to numbers of people in the hall at one time.</p> <p>Make copy of this risk assessment available to clients. Ideally emailed but paper copies if not.</p>	
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IMPORTANT NOTICE:

It is the responsibility of the hirer of the Village Hall to comply with this risk assessment and supply a copy of their own risk assessment prior to hiring the venue for the classes / events that take place in the Village Hall during their period of hire. It is also the hirers responsibility to share the details and outcomes of this risk assessment with their clients. If this does not occur in advance of your session restarting, hirers may be asked to suspend hire to ensure the Village Hall remains Covid-19 safe at all times. Hirers may also be suspended from hiring if they are found to be going against the most up to date government guidelines on the number of people allowed to meet indoors / outdoors.

The Parish Council staff may carry out ad hoc spot checks of sessions or request a visual inspection of a register. This is to ensure hirers are operating in a Covid-19 safe way to not only reassure the local community that we are doing everything we can but also to allow all hirers to feel confident that everyone is doing their bit to keep the building Covid-19 safe. Copies of this risk assessment are available to view and download on the Parish Council website: www.birstallparishcouncil.org.uk

Signed:	<u>Copies passed to:</u> All persons at risk & potential risk mentioned in the risk assessment and published on the Parish Council website.
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