

Skegness Town Council Covid-19 workplace risk assessment for Community Hall Use.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. T

Reviewed 1st March 2021. This risk assessment is to be further reviewed when Stage 4 of the Government's roadmap is reached.

The community hall will remain closed until at least 12th April 2021 where it will re-open following the Stage 3 guidelines of the Government's roadmap.

Reviewed 10th August 2021 after entering stage 4 and the lifting of restrictions. This risk assessment was approved by Management Committee on 22nd September 2021.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Hall Hirers • Staff • Visitors to your premises • Cleaners • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p><u>Access Control</u></p> <ul style="list-style-type: none"> • A copy of the covid and fire risk assessment for Community Hall Use will be provided to each organiser when the book. • Organiser will provide their own risk assessment specific to their activity and numbers attending. Which follows government and industry advice on their specific activity. • Organiser will control entry and exit to premises depending on amount and activity. • The organiser may use the external fire doors for safe entry and exit of the building and to aid ventilation. This will be again at the organisers discretion. 	<p>All events in line with Council policy are now permitted. Good ventilation and distancing is advised.</p> <p>Council office to check a suitable risk assessment is provided and sufficient.</p> <p>Hirer to review their risk assessment as appropriate and provide an up-to-date copy to the council.</p> <p>Masks are advised when moving round the building.</p>	<p>STC Office (Kate or Susie)</p> <p>Hirer to provide/ST C office to check.</p> <p>Hirer of hall</p> <p>STC Office (Kate or Susie)</p>	<p>Before use.</p> <p>Before use.</p> <p>On each use of hall.</p> <p>Before date of hire.</p>	<p>Ongoing task.</p>

		<ul style="list-style-type: none"> The organiser should provide their own hand sanitizers, masks and thermometers as appropriate to the activity and hall use and if they wish to use them. Hand sanitizer is available on entry and outside the toilets. <p>Capacity Controls Capacity controls for Covid have been lifted. Capacity for each room, dependant how it is set out can be found on the hall hire charge sheet. (Note – 80 chairs available to hall hirer)</p> <p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place next to the back of building entrance in toilets. All staff and contractors entering building must wash hands here before proceeding. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<p>Windows and skylights to be opened to increase ventilation. (NB Skylights may automatically close in wet weather)</p> <p>Capacity levels are advised to be at a level where people feel comfortable in the current climate.</p> <p>Visitors to be reminded of good hand hygiene. Including wash their hands for 20 seconds with water and soap and the importance of proper drying. 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) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>Hirer as appropriate .</p> <p>Hirer</p>	<p>At each use of the hall.</p> <p>On each use of the hall</p>	
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