

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.

Reviewed 13th October 2020, current risk level is Medium. This risk assessment is to be further reviewed if the risk level changes.

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 	<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. 	<p>Council office to check a suitable risk assessment is provided and sufficient.</p> <p>Organisers are advised that their risk assessment will need regular review and a copy of amended risk assessments should also be provided when appropriate.</p>	<p>STC Office (Kate or Susie)</p> <p>Hirer to provide/STC office to check.</p> <p>Hirer of hall</p> <p>STC</p>	<p>Before use.</p> <p>Before use.</p> <p>On each use of hall.</p> <p>06/07/20</p>	<p>Yes</p>

	<p>contact with you in relation to your business</p>	<ul style="list-style-type: none"> Organiser should be aware of the higher risk areas in the building which include the café servery area and toilets which can get busy at times, particularly between 11-3pm. If visiting the café servery area or toilets and there is a que, please maintain 2m distance. The organiser may use the external fire doors for safe entry and exit of the building and to avoid the pinch points in the building. This will be again at the organisers discretion depending on arrival times and number of people. The organiser should provide their own hand sanitizers, masks and thermometers as appropriate to the activity and hall use. Hand sanitizer is available on entry and outside the toilets. <p><u>Capacity Controls</u></p> <ul style="list-style-type: none"> Small hall max 8 people. Medium hall max 20 people. Large hall max 30 people. <p><u>These are the maximum capacities for safe social distancing, but smaller numbers may be appropriate for certain activities</u></p>	<p>Fact to face of telephone appointment to discuss pinch points and mitigations.</p> <p>Masks must be worn when in public areas of the Pavilion (except for the café seating area).</p> <p>Windows and skylights to be opened to increase ventilation. (NB Skylights may automatically close in wet weather)</p>	<p>STC Office (Kate or Susie)</p> <p>Hirer as appropriate</p> <p>Hirer</p> <p>STC</p> <p>Hirer</p> <p>STC</p>	<p>Before date of hire.</p> <p>At each use of the hall.</p> <p>On each use of the hall</p> <p>Before building is in use.</p> <p>At each use of hall.</p> <p>When appropriate</p>	<p>Ongoing task.</p>
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		<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/ • Gel sanitisers in any area where washing facilities not readily available. • Users entering and exiting the building will be able to sanitise their hands using the facilities provided. <p>Cleaning The hall is cleaned on a regular basis. The hirer should wipe down surfaces after use.</p> <p>Social Distancing Social Distancing -the recommended social distancing should be in place for the specific activity.</p>	<p>Capacity levels to be reviewed in line with government guidance.</p> <p>Visitors to be reminded on a regular basis to 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>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>STC</p> <p>Hirer</p> <p>Hirer</p>	<p>06/07/20</p> <p>After each use.</p> <p>On each use</p>	<p>Yes</p>
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		<p><u>Symptoms of Covid-19</u> If anyone is unwell with a new continuous cough or a high temperature they should not enter the building.</p> <p>The hirer should keep a list of all users for track and trace purposes.</p> <p>If a hall user has developed Covid-19 and were recently on our premises the organiser should contact STC office who 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. https://www.publichealth.hscni.net/</p> <p><u>Activities Not Permitted during Covid 19 Pandemic</u></p> <p>Please note the following activities are not permitted at this time</p> <ul style="list-style-type: none"> • Buffets (however individually plated food can be purchased from the onsite café) • No public performances of dance/comedy/drama/singing 	<p>2m social distance takes place in the café and toilet areas.</p> <p>The list of activities that are not permitted will be reviewed regularly.</p>	<p>Hirer</p>	<p>On each use.</p>	
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		<ul style="list-style-type: none"> Any activity not deemed suitable or sufficiently risk assessed. <p>Track and Trace</p> <p>A register of all staff in the office is kept. The QR code for the hall is displayed and visitors are asked to scan/fill in a track and trace slip or the organiser provides a register of attendees.</p>	Track and trace slips kept for 21 days then destroyed.	Hirer and admin assistant	On each use	Ongoing task
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