



## **Preventing the spread of Covid19**

### **1. Risk assessment**

This risk assessment will be carried out by the Hall Keeper and reviewed as and when required, determined by any change in recommendations notified by The Scottish Government in relation to the management of Covid19 or following any hall user testing positive.

This risk assessment will be used in conjunction with any pre-existing Village Hall risk assessment.

### **VILLAGE HALL MANAGEMENT**

#### **Area or people at risk**

- Staff
- Volunteers
- Contractors

#### **Risks Identified**

- The cleaning of surfaces/equipment and disposing of tissues; the provision of cleaning materials etc is insufficient
- Deep cleaning of Hall where it has been identified that an attendee has tested positive for COVID19
- Lapses in social distancing and wearing of face masks when required
- Age and fabric of the building that contributes to limitations in cleaning

#### **Action to be taken to mitigate against risk**

- Written guidance will be provided on appropriate cleaning and frequency; this will include promoting the use of disposable materials, sprays, cleaning wipes etc
- A cleaning schedule will be agreed and displayed
- Clarity will be provided on routine cleaning and deep cleaning where a Hall user has tested positive for COVID19
- Limit or avoid the use of volunteers who may be deemed in the “at risk” category
- Good practice guidance will be displayed e.g washing hands, wearing face masks
- Difficult to clean items will be removed
- Containers that are easy to clean and replenish will be installed
- Hall floors and walls will be cleaned prior to initial re-opening
- A record of hall attendees and their contact details will be taken and filed
- The number of larger gatherings (weddings, funerals) will be limited
- An agreed process /steps to be taken will be available should the hall require to be closed following a Hall user testing positive for COVID19.

## **VILLAGE HALL CLIENTS**

### **Area or people at risk**

- Individuals booking the Village Hall for activities/events (Hall ‘clients’)
- Attendees at Village Hall events (Hall ‘users’)
- All surfaces that Hall users may come in to contact with

### **Risks Identified**

- Entry/exit points
- All door handles and light switches
- Surface areas in toilets and kitchen
- Lapses in social distancing
- Poor compliance with hand hygiene, wearing of masks and disposal of rubbish
- Lack of knowledge of who has been in Hall

- Lack of notification of a Hall user being tested positive for COVID19 at a later date

### **Action to be taken to mitigate risk**

- Hall clients will be asked to provide their own procedural document for approval by the Village Hall Committee, along with a signed acknowledgement that they have read and understood the requirements
- Hall clients will be asked to limit the number of attendees, determined by type of event; this must be discussed with the Hall Keeper
- Hall clients will be asked to keep records and contact details of all attendees
- Hall clients will be asked to use paper disposables (e.g paper cups)
- Hand gel/sanitiser and paper towels will be provided at entry and exit points
- A clearly identified rubbish bin will be provided in the Hall
- An example of 2metre distance will be exhibited
- Disposable gloves will be available
- Cleaning materials will be readily available for Hall users should they be required
- Sundries will be well stocked (N.B. safety requirements)

This risk assessment has been approved by the Tynninghame Village Hall Committee and carried out with Hall employees and volunteers.