



Tynninghame Village Hall

Preventing the spread of Covid-19

Risk assessment

Reviewed and updated February 2021

Following completion of this risk assessment a dated copy will be held by the Hall Manager and reviewed as and when required, determined by any change in recommendations notified by The Scottish Government in relation to the management of Covid-19 or following any hall user testing positive.

This risk assessment will be used in conjunction with pre-existing Hall Risk Assessments and Health and Safety Checks

People or Area at Risk - Associated with Hall management /maintenance and any organised community activity held in the hall

Staff,Volunteers, External Contractors and the fabric of the building

Risks Identified

- the cleaning of surfaces/equipment and disposing of tissues, cleaning materials etc is insufficient
- failure to deep clean the hall when an attendee (any attendee) has tested positive for Covid-19
- lapses in social distancing and wearing of face masks when required
- age and fabric of the building contributing to limitation in cleaning
- integrity of building whilst not in regular use

Action taken to mitigate against risk

- written guidance provided on appropriate cleaning and frequency.This includes promoting the use of disposable materials
- an agreed hall cleaning schedule is displayed and used for recording routine and deep cleaning
- clarity provided on regular and routine cleaning requirements and the need for deep cleaning where a user has been identified as being Covid positive
- an agreed process is in place that will be activated where the hall is required to close following the positive identification of a hall user being Covid positive
- the use of volunteers who may be deemed in the “at risk” category will be avoided
- good practice guidance is displayed e.g washing hands, wearing face masks

- difficult to clean items removed
- easy clean and replenishable containers installed
- hall floor and where required walls will be cleaned prior to re-opening following a prolonged hall closure i.e more than 45 days
- a record of hall attendees (not commercial clients e.g volunteers and community) and their contact details will be recorded and filed
- regular Hall maintenance checks will be undertaken and schedule of same provided

Actions taken

Date.....

Signed.....

People or area at risk - commercial clients and their customers

- Individuals booking the hall for private/commercial activities/events
- Attendees at said events
- External contractors supporting event e.g catering
- All surfaces that hall users may come into contact with

Risks Identified

- surfaces not clean e.g entry /exit points, door handles, light switches, toilets and kitchen
- lapses in social distancing
- poor compliance with hand hygiene, wearing of masks and disposing of rubbish
- failure to keep records and a lack of knowledge of those hall users who have been in the hall or attending an event
- lack of notification to the Hall Manager or Committee of a hall user being identified as Covid-19 positive

Action taken to mitigate risk

- regular hall contracted users will be asked to provide their own procedural document for approval by the Hall Committee, supported by a signed acknowledgement that they (the client) have read and understood requirements
- clients asked to keep records and contact details of attendees including any contractors used e.g catering
- hand gel/sanitiser and paper towels to be provided at entry and exit points
- clearly identifiable waste bins provided in hall
- Covid guidance instruction posters available re. hand hygiene / social distancing etc
- commercial clients asked to limit the number of attendees in hall
- private hirers asked to limit numbers attending gatherings (e.g.weddings, funerals)
- an example of what a 2 metre distance is will be provided
- disposable gloves are available
- users requested to use paper disposables e.g paper cups

- cleaning materials readily available for users should they be required
- sundries to be well stocked (**N.B** safety requirements)
- assurance provided to commercial and private users by the provision of “ signed off “ Hall Cleaning Schedules

Actions taken

Date.....

Signed.....

Additional comment

This risk assessment has been carried out with the agreement of the Hall Committee and in conjunction with employees and hall volunteers.

**Document 1
Reviewed and amended February 2021**