

St Bartholomew's Church Hall – Prevention of Spread of Covid-19 – Hirer Risk Assessment

<b>Name of event:</b>		<b>Date of event:</b>		<b>Date of risk assessment:</b>	
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<b>Name of organiser:</b>		<b>Signature of organiser:</b>	
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<b>Who might be harmed?</b>	Hirers of premises; Organisers of event; Event attendees; Visitors; Members of the Public; Performers/Entertainers
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<u>What risks have you identified?</u>	<u>Is this risk present for this event?</u>	<u>What control measures/precautions are already in place?</u>	<u>What else do you need to do to control this risk?</u>
Attendees failing to observe social distancing requirements in area outside premises as people congregate before entering premises resulting in close personal contact.	<p align="center"><b>Yes</b>      <b>No</b></p> <p align="center"><input type="checkbox"/>      <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Social distancing markings in place on approach steps and ramp</li> <li>• Social distancing signs displayed at entrance to premises.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all attendees are reminded in advance of need to comply with social distancing requirements.</li> <li>• Implement queue management system</li> <li>• Other:</li> </ul>
Attendees failing to observe social distancing requirements in entrance lobby to resulting in close personal contact.	<p align="center"><b>Yes</b>      <b>No</b></p> <p align="center"><input type="checkbox"/>      <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Social distancing signs displayed throughout premises</li> <li>• Provision of separate entrance and exits to facilitate operation of a one-way system</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Attendees failing to observe social distancing requirements when using toilets resulting in close personal contact.	<p align="center"><b>Yes</b>      <b>No</b></p> <p align="center"><input type="checkbox"/>      <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Social distancing signs displayed on toilet doors</li> </ul>	<ul style="list-style-type: none"> <li>• Control numbers accessing toilets at any one time</li> <li>• Other:</li> </ul>

<p>Parents, responsible adults, chaperones or children waiting in entrance lobby failing to observe social distancing requirements resulting in close personal contact</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Social distancing markings in place on approach steps and ramp</li> <li>• Social distancing signs displayed at entrance to premises.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider restricting waiting to car park or car only</li> <li>• Other:</li> </ul>
<p>Attendees failing to observe good hygiene practices and comply with requirement to sanitise hands on entering and leaving premises.</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Automatic hand sanitising stations located at entrance and exit.</li> <li>• Hand sanitising notices prominently displayed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all attendees are reminded in advance of need to observe good hand hygiene practice and to wash/sanitise hands regularly</li> <li>• Other:</li> </ul>
<p>Attendees arrive without suitable face covering</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Signs regarding requirement for face coverings displayed in entrance to premises</li> </ul>	<ul style="list-style-type: none"> <li>• Have a supply of suitable face coverings to be available for issue.</li> <li>• Other:</li> </ul>
<p>Increased risk of transmission due to need for people to unduly raise their voices to each other as a result of music being played at a volume that makes normal conversation difficult.</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>• Ensure any music accompaniment to the activity is played at an appropriate volume</li> <li>• Other:</li> </ul>
<p>Increased risk of transmission of virus in an enclosed space</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>• Open windows and doors temporarily to improve ventilation</li> <li>• Other:</li> </ul>
<p>Insufficient/inadequate cleaning of shared spaces</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>• Establish a clear understanding from Hall Management Committee of responsibilities for cleaning tasks.</li> <li>• Other:</li> </ul>

<p>Attendee within the group is a virus carrier</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>• Ensure current guidance regarding self-isolation is emphasised to all potential attendees in pre-event communications.</li> <li>• Other:</li> </ul>
<p>If hirer operates in more than one venue, risk of transfer of contamination from one venue to another</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Transmission of virus to other members of group, to premises and to other users of premises</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>• Ensure frequently touched surfaces are light switches, door handles, toilet handles, taps, tables etc are cleaned before, during and after period of hire</li> <li>• Ensure an adequate supply of appropriate wipes</li> <li>• Other:</li> </ul>
<p>Failure to observe good respiratory hygiene practices resulting in transmission of virus to other members of group, to premises and to other users of premises</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• "Catch It, Bin It, Kill It" notices displayed on premises.</li> <li>• Closed waste bins with removable plastic liners provided in all toilets and main hall</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure attendees are familiar with recommended good respiratory hygiene practices</li> <li>• Ensure waste bins are emptied and contents removed from premises for disposal off-site at end of period of hire.</li> <li>• Other:</li> </ul>
<p>Dehydration due to no access to kitchen for fresh drinking water</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>• Encourage attendees to provide their own bottled water</li> <li>• Other:</li> </ul>

<p>: Attendees placing personal belongings e.g. bags, coats, hats etc on difficult-to-clean upholstered chairs or floor</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>• Ensure all personal belongings are placed on easily-cleaned tables</li> <li>• Other:</li> </ul>
<p>Unable to assist NHS Test &amp; Trace due to inadequate or incomplete record of attendees</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Hall Management Committee requirement to complete attendance record sheet located in entrance lobby</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a temporary record of all attendees for 21 days</li> <li>• Other:</li> </ul>
<p>: Additional risks associated with energetic and high intensity exercise activities e.g. Zumba and circuit training</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• These energetic activities are subject to stricter capacity and ventilation requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Determine the extent to which these stricter restrictions will further reduce the maximum capacity figure specified by Hall Management Committee</li> <li>• Other:</li> </ul>
<p>Other:</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Other:</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Other:</p>	<p><b>Yes</b>    <b>No</b></p> <p><input type="checkbox"/>    <input type="checkbox"/></p>		<ul style="list-style-type: none"> <li>•</li> </ul>