

## Covid 19 Risk Assessment for the opening of the Barrhill Memorial Hall, Main Street, Barrhill, South Ayrshire. K29 OPP.

Company Name:

Assessment carried out by: J W Bissett Date of assessment: 10<sup>th</sup> of July 2021. Review Date: 25<sup>th</sup> of July 2021

Hazard and risk identified	Area or people at risk	How to control the risk/hazard	What further action is needed to be considered to control the risk	Responsible person to carry out the action	Date action is required
Contracting or spreading coronavirus by not washing hands or not washing them adequately.	Staff, Volunteers, Members of the community/Public and Contractors	<p>Follow local government guidance on cleaning, hygiene and hand sanitiser:</p> <ul style="list-style-type: none"> <li>• Provide water, soap and paper towels, continuous roller towels or electrical dryers in washing facilities.</li> <li>• Provide information on when and how to wash hands properly.</li> </ul> <p>Provide hand sanitiser for the occasions when people can't wash their hands</p>	<p>Put in place monitoring and supervision to make sure people are following controls</p> <p>Put signs up to remind people to wash their hands</p> <p>Identify how you are going to replenish hand washing/sanitising facilities.</p>	Hirer of hall and hall caretaker.	Prior to any groups hiring and using the hall.
Getting or spreading coronavirus in commonly used or high traffic areas	Staff, Volunteers, Members of the community/Public and Contractors	<p>Follow local government guidelines for welfare facilities such as Canteens.</p> <p>Identify:</p> <ul style="list-style-type: none"> <li>• areas where people can congregate</li> <li>• areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors.</li> <li>• areas and equipment where people touch the same surfaces, such as in kitchens or canteens.</li> <li>• areas and surfaces that people touch frequently but are difficult to clean.</li> <li>• communal areas where there may be less air movement than in other work areas, for example kitchens with no opening windows or mechanical ventilation.</li> </ul> <p>Agree the combination of controls you will put in place to reduce the risks. This can include but is</p>	<p>Put in place monitoring and supervision to make sure people are following any controls you have in place, including social distancing guidelines and a one way system in operation.</p> <p>Access to toilets should be controlled and monitored continually during the hire. Social distancing should be observed whilst in the toilet and the area will have been assessed prior to use, The maximum number of users will be displayed on the entrance door.</p> <p>Maximum occupancy notices will be displayed at the entrance to all areas in use.</p>	Hirer of hall and hall caretaker.	Prior to any groups hiring and using the hall. During activities taking place in the hall.

		<p>not limited to:</p> <ul style="list-style-type: none"> <li>• limiting the number of people in rooms.</li> <li>• reorganising facilities in communal areas by spacing out tables in TV rooms or main halls.</li> <li>• putting one-way systems in place in corridors or regularly used pedestrian traffic routes.</li> <li>• leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation.</li> </ul>			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff, Volunteers, Members of the community/Public and Contractors	<p>Use local government guidance on cleaning and hygiene during the coronavirus outbreak. Identify surfaces that are frequently touched and by many people. These are often in common areas and can include handrails, door handles, light switches, window catches, teacups, cutlery or any other shared equipment within the building. Specify the frequency and level of cleaning and who should do it. Reduce as far as possible the need for people to move around: Do not share the hall hire by hiring to two or more groups at once. Hire of the hall should be restricted to ONE group so as to ensure sanitising can be carried out prior to and after a session has ended. Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors). Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Provide more bins and empty them more often. Personal belongings should be kept next to their owner where possible. If not then a suitable area will need to be identified and used as a storage area with controlled access to allow social distancing. Put in place arrangements to clean if someone develops symptoms of coronavirus in the hall.</p>	<p>Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes. Provide information telling people who should clean something and when. Provide instruction and training to people who need to clean. Include information on: the products they need to use precautions they need to follow the areas they need to clean Identify what cleaning products are needed (for example, surface wipes, detergents and water) and where they should be used. This could include using wipes on electrical appliances or water and detergent on work surfaces. Identify how you are going to replenish cleaning products.</p>	Hirer of hall and hall caretaker.	Prior to any groups hiring and using the hall. During activities taking place in the hall.

<p>Cleaning surfaces which could be potentially infected by CV 19.</p> <p>Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning of premises if someone is identified with having CV 19 having been in the premises.</p>	<p>Staff and Volunteers.</p>	<p>Stay at home guidance if feeling unwell notice posted at entrance of premises and in main hall.</p> <p>Staff and volunteers provided with protective overalls and plastic or rubber gloves.</p> <p>Staff and volunteers advised to wash outer clothing and shower after cleaning duties.</p> <p>Staff and volunteers given guidance and PPE for use in the event of deep cleaning being required.</p>	<p>Staff and volunteers may need guidance as to cleaning. For example, cloths or wipes should be used on light switches and electrical appliances rather than spray disinfectants and sanitisers. Thought should also be given to employing a professional cleaning company.</p>	<p>Hirer of hall and hall caretaker.</p>	<p>After a positive case of CV 19 has been identified or notified by track and trace system.</p>
<p>Contracting or spreading the virus by not maintaining social distancing</p>	<p>Staff, Volunteers, Members of the community/Public and Contractors</p>	<p>Follow local government guidance on social distancing.</p> <p>Identify places where, under normal circumstances, attendees would not be able to maintain social distancing guidelines.</p> <p>Identify how you can help people maintain social distancing in the first instance. This may include:</p> <ul style="list-style-type: none"> <li>• using marker tape on the floor</li> <li>• using one-way systems;</li> <li>• limiting the number of people on site at one time;</li> <li>• giving hirers allocated time slots</li> <li>• rearranging meeting areas and tasks to allow people to meet social distancing guidelines;</li> <li>• using empty spaces in the building for additional meeting areas where it is safe to do so.</li> </ul>	<p>Put in place arrangements to monitor, supervise and make sure people follow social distancing guidelines. Provide information, instruction and training so people understand what they need to do. Provide signage.</p>	<p>Hirer of hall and hall caretaker.</p>	<p>Prior to any groups hiring and using the hall. During activities taking place in the hall.</p>
<p>Social distancing is not observed as people gather before entering premises</p>	<p>Staff, Volunteers, Members of the community/Public and Contractors</p>	<p>Mark out two meter waiting area outside the entrance with markers to encourage distancing when entering.</p> <p>Caretaker also asked to monitor outside area for waste that might be contaminated, e.g., tissues, used masks. Gloves should be worn and responsibly disposed of after clean has taken place.</p>	<p>Lapses in social distancing have less of a risk than indoors. Ensure that there is a steady flow of people using the hall by arriving on time and not too early to avoid waiting time.</p>	<p>Hirer of hall and hall caretaker.</p>	<p>Prior to any groups hiring and using the hall.</p>

No hand sanitiser	Staff, Volunteers, Members of the community/Public and Contractors	Hand sanitiser should be positioned outside the hall and used prior to entry. Other sanitiser stations should be positioned where they are easily seen and easily accessible. Notices should also be displayed asking for hand sanitiser to be used.	All sanitiser stations should be checked on a regular basis to ensure an adequate supply is always available for hall users.	Hall caretaker	Prior to any groups hiring and using the hall. During activities taking place in the hall.
Virus may remain on fabric. Cannot readily be cleaned before use. Frequent sanitising will damage the fabric. Chairs with arms are more liable to be touched when moving them, i.e. more frequently	Upholstered seating	Cushioned, fabric chairs with arms should be reserved for use who have a need for them due to infirmity and who have been isolating themselves. Avoid anyone else touching them unless when wearing disposable single use gloves.		Hirer of hall and hall caretaker.	Prior to any groups hiring and using the hall. During activities taking place in the hall.
Social distancing more difficult in smaller areas.	Staff, Volunteers, Members of the community/Public and Contractors	Recommend hirers use main hall and avoid use of smaller rooms.	Assess the number attending and prioritise the use of the main hall should numbers be on the limit.	Hirer of hall and hall caretaker.	Prior to any groups hiring and using the hall.
Social distancing in kitchen area. Door and window handles, light switches, working surfaces, sinks, cupboards/handles, fridge freezer, crockery, cutlery, kettle, urn, etc.	Kitchen and prep area.	Hirers are asked to control numbers using the kitchen so as to ensure social distancing, especially for the over seventies and those with other health issues and are at risk. Hirers are asked to clean ALL areas that are to be used prior to use, wash, dry and stow cutlery and crockery after use. Hirers are also required to bring own tea towels for use than taken home for washing. Hirers are also encouraged to bring their own food and drink whilst restrictions are imposed. Restrict access to kitchen to designated persons	Cleaning materials are to be made freely available in clearly identified locations, e.g. a container on one of the kitchen surface, regularly checked and restocked as required. Close kitchen if not required.	Hirer of hall and hall caretaker.	Prior to any groups hiring and using the hall. During activities taking place in the hall.
Access to store rooms and other areas.	Staff, Volunteers, Members of the community/Public and Contractors	Store rooms and other areas not required should remain locked to prevent public access. Access granted by caretaker only.		Hall caretaker	Prior to any groups hiring and using the hall. During activities taking place in the hall.

*J. Bussett*