

## Aldreth Community Association – Reopening Risk Assessment

Hazard	People at Risk	Risk	Mitigation	Residual Risk
Contracting COVID through meeting with other households	Committee Hirers Cleaner	Medium	Social distancing to be maintained outside and inside hall, face masks shall be work at all times inside the building	Low
Contracting COVID through attending hire events	Hirers	Medium	Each hirer shall prepare a risk assessment for submission to the ACA Committee at least 5 days before the planned event. The risk assessment shall specifically consider the particular activities, access, egress and disinfecting after the event. No activities will be permitted without a risk assessment. Each Hirer shall maintain a record of people attending each event in accordance with he track and trace requirements.	Low
Contracting COVID from surfaces inside hall	Committee Hirers Cleaner	Medium	Initial entrance to the hall is via the rear door, where an automatic sanitiser dispenser has been installed with signage relating to face masks and track / trace. All persons entering the hall shall use the hand sanitiser upon entry. The rear entrance is to be used for all access, except in special circumstances requiring the ramp at the front door for restricted access, prams, etc. Additional hand sanitiser shall be placed by the front door for these particular access requirements. All hirers shall spray down / wipe all surfaces touched with disinfectant (i.e. Dettol spray) after use. This shall include light switches, door handles, toilets, taps etc. At least 30 min shall be maintained between hirers to ensure surfaces are cleaned and different hiring groups do not arrive when others are leaving.	Low
Contracting COVID through inhalation	Committee Hirers	Medium	Face masks to be worn at all times in the hall by all persons. The rear door is to be left open to aid ventilation, and where possible the front door also left open providing child safeguarding provisions can be maintained. Each Hirer shall consider in their specific risk assessment whether a one way system will be required based on number of people attending events.	Low
Ensuring track and trace is maintained	Hirers	Medium	Track and Trace posters placed by entrance. All regular hirers to maintain a record of people attending.	Low
Contracting COVID while cleaning	Cleaner	Medium	Cleaning shall take place twice a week. Cleaner to use disposable gloves provided for all cleaning activities, then dispose when	Low

			completed. All common surfaces such as kitchen worktops, sinks, toilets, door handles etc. to be thoroughly cleaned with disinfectant.	
Measures if someone attending an event subsequently tests positive for COVID 19	Cleaner	Medium	Hall will be closed for a minimum 72 hrs after anyone reports a subsequent positive test. Cleaning to be arranged after the 72 hr period, minimum PPE to be gloves and apron, which shall be disposed following the cleaning in accordance with current government guidelines. Should a number of people test positive for COVID 19 after a particular event, the hall with be closed indefinitely and deep cleaning arranged.	Low
General Cleaning activities, manual handling and chemicals	Cleaner	Medium	Mops/brushes and protective gloves are provided and used. Products are used in accordance with safety data sheets and PPE is used when appropriate. Cleaning products shall be stored safety out of the reach of children in the shed and where appropriate locked in a cupboard. No chemicals shall be transferred to an unmarked container. Large equipment such as the vacuum and steam mop are stored in the shed, care shall be taken retrieving them from the cupboard to avoid lifting / twisting injury.	Low
Lone Working / people in the hall by themselves	Committee Hirers Cleaner	Medium	Any person that is expecting to be in the hall by themselves prior to or after an event shall notify a member of the committee when they are planning to be at the hall.	Low
Increased risk to vulnerable people	Committee Hirers	Medium	Any vulnerable people attending the events should follow current government guidance and consider wearing disposable gloves as an additional precaution	Low

**Signed: Ian Bayes (Chairman)**

**Date: 10<sup>th</sup> April 2021**