

Canonbie Public Hall COVID (Infectious Disease) Risk Assessment

Date:	August 25 th 2021
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Assessors Name:	June Carruthers/Diane Badham	Reference Number:	COVID RA 1	Review Date: 25.08.2022	Minimum annual or if earlier government intervention or change of COVID status
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Endorsed By:	Diane Badham	Signature:		Position:	Treasurer, Canonbie Public Hall Committee	Date:	
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Description of assessment	Coronavirus (COVID-19)/Infectious Disease Risk
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Location Details	Canonbie Public Hall
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Identified Hazards	Who May be Affected	Risk Level Before Control Measures S x L = R				Existing Control Measures	Additional Control Measures Required	To be Actioned By	Completion Date	Final Risk Level S x L = R			
		S	L	R	RR					S	L	R	RR
Attending the Village Hall	Committee Members, Contractors and Members of the Public	5	3	15	H	<p>Those showing the symptoms of Covid-19 must not enter Canonbie Public Hall. <i>Contact NHS and attend for a test, and follow NHS/Government current Guidance.</i></p> <p>Social distancing measures no longer mandatory from 09.08.21 but encouraged where possible.</p> <p>Note: Remove Social Distancing notices.</p>	<p>Face coverings to be worn whilst in any interior area of Canonbie Public Hall.</p> <p>On 03.08.21 Scottish Government confirmed that face coverings in indoor public venues was likely to continue for some time.</p> <p>Hand hygiene to be observed on entering / leaving and whilst attending the facilities.</p> <p>Hand sanitisers to be placed strategically around building.</p> <p>Posters to encourage hand washing and sanitising to be placed around building.</p>	<p>All Users</p> <p>All Users</p> <p>All users</p> <p>All users</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	3	1	3	L

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		<p>Use of main hall:</p> <p>Entering the Village Hall through the Foyer</p>	<p>Committee Members, Contractors and Members of the Public</p>	5	3					15	H	<p>One-way system entry and exit in place in through the foyer and out through the fire exit at the stage end of the hall.</p> <p>All persons using the Village Hall to regularly clean their hands in line with Government guidelines.</p> <p>All windows can be opened to allow free flow of air where reasonably practicable, groups to be advised to use as much ventilation as is possible from doors and windows during use.</p>	<p>Hand sanitiser stations at the entry and exit points.</p> <p>Person or group to retain / provide names and contact details of all persons attending the Public Hall for track and trace purposes.</p> <p>Basket containing wipes, disposable cloths, gloves, and sanitiser / disinfectant spray available to clean any areas, spillages etc.</p>

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		Use of Main Hall	Committee Members, Contractors and Members of the Public	5	3					15	H	<p>Hand sanitiser available at entry / exit of Main Hall.</p> <p>Groups must produce their own COVID risk assessment with appropriate control measures in place for their particular activities, always in accordance with current Government Guidance.</p>	<p>Groups using the facilities must clean in advance and at the end of each use with particular attention to all touch points.</p> <p>All rubbish to be put in the bins provided by individuals using the facilities.</p> <p>Disposable disinfectant wipes will be readily available on site for wiping at beginning and the end of each session.</p>

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		Use of Kitchen	Committee Members, Contractors and Members of the Public	5	3					15	H	<p>Only two persons to access the Kitchen at any time.</p> <p>Disinfected wipes provided to clean tap / water dispenser after each use.</p>	<p>Crockery / eating utensils/ cups etc. must be cleaned before and after use by users</p> <p>Personal water bottle / holders / cups must be used for drinking water and must be removed from the facility when leaving.</p> <p>Basket containing wipes, disposable cloths, gloves, and sanitiser / disinfectant spray available to clean any areas, spillages etc.</p>

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Use of Male Toilets	Committee Members, Contractors and Members of the Public	5	3	15	H	Male toilets restricted to a maximum 1 person at any time. Soap dispensers available and replenished regularly. Hot water provided from sinks.	Prior to entering sanitise hands, and after using the toilet facilities, wash hands for at least 20 seconds in accordance with Government Guidance. Once finished in the cubicle, it is the persons responsibility to make the toilet presentable for the next user.	All Users	Immediate	4	1	4	L
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		S	L	R	RR					S	L	R	RR

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Use of Female Toilets	Committee Members, Contractors and Members of the Public	5	3	15	H	<p>Female Toilets restricted to maximum 1 person at any time.</p> <p>Soap dispensers available and replenished regularly.</p> <p>Hot water available from sinks.</p>	<p>Prior to entering use hand sanitiser, and after using the toilet facilities wash hands for at least 20 seconds in accordance with current Government Guidance.</p> <p>Once finished in the cubicle it is the persons responsibility to make the toilet presentable for the next user.</p>	All users	Immediate	4	1	4	L
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All other areas of the Village Hall	Committee Members, Contractors and Members of the Public	4	3	12	H	Groups must produce their own COVID Risk Assessment in relation to their particular activity.		All user Groups	Immediate	4	1	1	L	
Anti Room						Use of this room is limited to 6 persons. Entry and exit is by the fire exit. Hand sanitiser points are available. Disinfectant wipes are available.		Committee	Ongoing until next review					
Storage Rooms						Storage rooms to be accessed by one person unless it is necessary for the safe manual handling of equipment.								

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Cleaning of the Village Hall	Cleaner	4	2	10	H	Regular cleaning.	All touch points will be cleaned regularly. Hand sanitiser and soap dispensers will be checked and replenished.	Committee/ cleaner Committee/ cleaner	On re-opening On re-opening	3	1	3	L
Use of the external toilets	Members of the public	4	3	12	H	Toilets can be re-opened from 09.08.21	Thorough cleaning regime with user groups maintaining cleanliness when they are in use and leave clean on departure.	User groups and Cleaner	On re-opening	1	1	1	L
Cleaning of the external toilets (public use)	Cleaner	4	3	12	H	Toilets can be re-opened from 09.08.21	Thorough cleaning regime. Bowling Club and tennis Club will continue to maintain cleanliness when there are Bowling events and Tennis club when there are tennis events , such as matches or day group coaching. It is not expected that the Clubs will clean for usual individual use of courts and bowling green.	User Groups	Ongoing	4	1	4	L

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SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.