

## CORONAVIRUS RISK ASSESSMENT:

**Location:** Nutfield Memorial Hall - Users

**Risk Assessment Update: July 2022**

Area / Activity	Hazard (what could go wrong)	Who is at risk?	Risk Category (no controls)	Controls	Risk Category (with controls)	What else do we need to do?
Bookings	Lack of information given to Users leading to cross-contamination	Users	Low	<ul style="list-style-type: none"> <li>• Risk assessment regularly updated and displayed on booking site and in the Hall.</li> <li>• T&amp;CS updated and tick box mechanism to check they are read prior to booking</li> <li>• No user allowed in hall unless new conditions understood</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Trustees to regularly check with Booking Secretary that all users have understood Risk Assessment</li> <li>• Trustees regularly to review booking conditions in line with Government advice</li> </ul>
Entry/exit from Hall	Spread of germs from touching door	Users of hall	High	<ul style="list-style-type: none"> <li>• Users encouraged to wear a mask when travelling on public transport or sharing a car with anyone apart from their family</li> <li>• Users advised to wash their hands / use sanitiser before they set up or are involved with any activity.</li> <li>• Sanitising station set inside front door.</li> <li>• Regular cleaning of door handles by users throughout the day when using the hall</li> <li>• Users advised to socially distance if arriving at the property at the same time.</li> <li>• Posters on display reminding users about hand washing.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Monitor cleaning</li> <li>• Review the need for a social distancing poster on the entrance door</li> <li>• Display the risk assessment as a reminder and check list</li> </ul>

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Interaction with other users of the hall	Spread of germs through close contact	Users of the hall	High	<ul style="list-style-type: none"> <li>Any keys to be wiped on safe collection</li> <li>Where separation is not possible work back-to-back (not face to face).</li> <li>Only two persons allowed in the kitchen at any one time.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Place sign on kitchen doors to restrict access</li> </ul>
Numbers using hall	Spread of germs through close contact	Users of the hall	High	<ul style="list-style-type: none"> <li>Numbers using the hall will be in accordance with the terms &amp; conditions of use</li> </ul>	Low	<ul style="list-style-type: none"> <li>Trustees to review number allowed in hall as necessary</li> </ul>
General use of kitchen facilities	Spread of germs from close contact & touching equipment such as kettle, toaster, fridge door, cupboard doors etc.	Users	High	<ul style="list-style-type: none"> <li>Access limited to two persons at a time</li> <li>Users to clean down work surfaces before and after each individual food preparation task</li> <li>Users regularly wipe down handles of fridges, cupboards &amp; drawers</li> <li>Users to wipe down all door handles</li> <li>Users to wash kitchen floor after use</li> </ul>	Low	<ul style="list-style-type: none"> <li>Review as necessary</li> </ul>
Food preparation	Spread of virus	Users	High	<ul style="list-style-type: none"> <li><b>Kitchen use subject to conditions</b></li> <li>Follow normal good hygiene procedures</li> <li>Advise users to wash all serving dishes before use.</li> <li>Users are recommended to wear gloves whilst serving food</li> </ul>	Low	<ul style="list-style-type: none"> <li>Monitor kitchen practices</li> <li>Monitor stocks of cleaning products</li> </ul>

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Food transportation	Spread of germs through close contact	Users	High	<ul style="list-style-type: none"> <li>• <b>Kitchen use subject to conditions</b></li> <li>• Users bringing in pre-prepared food into hall should use sealed containers.</li> <li>• All containers used for transportation of food should be washed before return to home.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Remind users of procedures</li> </ul>
Sharing equipment	Spread of germs from touching shared equipment	Users	High	<ul style="list-style-type: none"> <li>• Avoid sharing of equipment if at all possible.</li> <li>• Where this is not possible equipment must be washed/wiped down before and after use.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Monitor kitchen practices</li> </ul>
Cleaning of crockery/cutlery and glassware	Spread of germs from items touched by others	Users	High	<ul style="list-style-type: none"> <li>• Wash china, cutlery, and glassware after use</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Signage needed</li> </ul>
Furniture	Spread of germs through close contact and sharing of equipment	Users	High	<ul style="list-style-type: none"> <li>• Wipe down all tables and chairs before putting away at end of event</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Place sign on door</li> <li>• Trustees and caretaker to regularly check with cleaner that rules are being adhered to</li> </ul>
External Contractors (Suppliers of entertainment)	Spread of germs from items touched by others	Users	Medium	<ul style="list-style-type: none"> <li>• No contractor equipment allowed in hall unless certificated that it has been disinfected before use.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Place sign in hall</li> </ul>

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Exercise classes	Spread of germs from items touched by others	Users	Medium	<ul style="list-style-type: none"> <li>All equipment used must be personally brought in by the user</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Notification to be sent to all users</li> </ul>
Use of toilet facilities	Spread of germs from touching toilet door handles / light switches on entry /exit	Users	High	<ul style="list-style-type: none"> <li>Designated toilet facilities for male/female</li> <li>Posters displayed in toilets about handwashing and the use of paper towels to turn off taps and light switches</li> <li>Paper hand towels have been supplied</li> </ul>	Low	<ul style="list-style-type: none"> <li>Review whether additional signage required</li> <li>Regularly check that the supply of paper hand towels is adequate</li> </ul>
Suspected or confirmed case of Covid-19	Increased anxiety or stress from lack of interaction	Users	High	<ul style="list-style-type: none"> <li>Users advised to speak to the Booking Secretary immediately should there be a suspected or confirmed case of Covid-19 in the hall</li> <li>Booking Secretary will advise all Trustees</li> <li>Trustees will instigate a deep cleaning procedure</li> </ul>	Low	<ul style="list-style-type: none"> <li>Trustees regularly to check with Booking Secretary and cleaner to ensure there are no issues.</li> </ul>

Last reviewed: July 2022

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### Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire. Whilst restrictions are currently relaxed, we retain the right to alter these at short notice to comply with the most up-to-date government advice and we urge you to continue to act responsibly.**

SC1:

You, the HIRER, will be responsible for ensuring those attending your activity or event comply with any [COVID- 19 Secure Guidelines](#) while entering and occupying the hall, in particular using the hand sanitiser supplied when entering the hall and leaving the hall and wearing facemasks, if appropriate.

SC2:

You the HIRER undertake to comply with the actions identified in the hall's risk assessment, a copy of which is on the website and displayed in the Memorial Hall.

SC3:

You, the HIRER will be responsible as appropriate for cleaning kitchen facilities, any equipment, wash basins and toilets and all surfaces used during your period of hire, using either the products supplied or your own ordinary domestic products.

SC4:

You the HIRER will make sure that everyone likely to attend your activity or event understands that they should not do so if they or anyone in their household has had COVID-19 symptoms in the last 48 hours.

SC5:

You the HIRER will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event

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