

<b>Fairburn Memorial Hall - Covid-19 risk assessment (version 5) Prepared by Amanda MacMillan and Carol Hallam</b>			
Planned review	Next committee meeting August 2021		
<b>Item</b>	<b>Risk identified</b>	<b>Area of people at risk</b>	<b>Actions being taken to mitigate risk</b>
One	Surfaces are infected by people carrying the virus	Volunteers (committee) and staff carrying out activities to maintain the hall, including sanitisation, deep cleaning, regular cleaning, access to heating and scheduled maintenance of equipment	Stay at home guidance communicated to staff. Do not enter if feel unwell or have been contacted by track and trace/contact with a person who might have Covid at entrances and in the foyer and main hall.
		Those disposing of rubbish containing tissues and cleaning cloths	Volunteers and staff provided with protective equipment (gloves and face coverings)
		Building	Reinforce FACTS via signage throughout the hall (wash hands in toilets, use face coverings, social distancing)
		Occasional maintenance workers	Staff to check contractors have correct/own PPE
		Hall users (bookings)	Users are asked to wipe all surfaces after use with the cleaning products given (signage in place)
		Vulnerable people (check what the definition is)	Those in self certified vulnerable category advised not to enter the hall until they feel safe to do so.
Two	Someone who has used the hall tests positive for Covid-19	Volunteers and staff	all persons working in the hall must sign in and out. Contact details will be known by the committee who will inform as soon as possible.
		Occasional maintenance workers	Supplier contacted immediately by a member of the committee

		Building	Deep cleaning premises if someone is suspected to have or confirmed Covid 19. Volunteers and staff advised to wash outer clothes after cleaning duties.
		Hall users (bookings)	the named person booking the hall must keep a list of all the people entering the hall, which includes a way to contact details. If a COVID-19 case occurs they will be asked for a list of names and confirmation that they have contacted everyone. No contact data to be held by the hall for GDPR compliance

	somebody falls ill with suspected Covid-19 whilst in hall	All	committee room designated as Covid 19 waiting room for ill patient. Chair and Covid-19 first aid box in situ with signage and instructions. Update T+C.
Three	Social distancing is not adhered to as people congregate (eg event). Parking is too congested to allow social distancing. People drop litter	Users of the park/behind hall	Volunteers and staff monitor for litter and dispose safely
			Consider the parking arrangements when agreeing to an event booking. Instructions should be given by the named booked to those attending to remember to socially distance outside
Four	Possible pinch points and busy areas where social distancing is not observed if too many people. Area in high use	All users	Follow the government guidance depending on which level and arrangements.  2 meter spacing marked out on the entrance area. One way system in place with signage.
			Hand sanitisers at the ingress

			and egress points
			Door handles and lights regularly cleaned by those using the hall
			Booking clerk and Covid group to avoid multiple group users. Cleaning must take place in between groups
Five	Main hall - social distancing to be observed. Surfaces in frequent use.	Building	Limit the surfaces and equipment that are used to minimise cleaning requirements before use.
		Hall users	Social distancing guidance to be observed, Scottish Government and activity guidance to be followed. This will differ for the type of activity. When hiring use of hall equipment to be kept to that which is essential and where bookers can not bring their own. The stage area is not to be used.
			Social distancing guidance capacity of the hall to be followed
six	Toilets - social distancing difficult.	All users	Signage to remember to wash hands clear. Control the numbers accessing the toilet. Only one toilet open in the

	Surfaces in frequent use.		ladies. Sign on all toilets door "only 1 person allowed in toilet at once".
		Hall bookings	Arrange a cleaning of all surfaces before user group arrives
Seven	Committee room - may be more difficult to social distance in smaller area	All	Use is limited and will only be considered for small meetings/groups (how many check space) or essential service users when there is no one else using the hall. Considered on a case by case basis by the booking clerk and the Covid group
			Clean to be done before a user. Hirers should clean surfaces before

			and after use with cleaning products provided
Eight	Office use - may be more difficult to social distance in smaller area	All	Use is limited to essential staff and will only be considered for bookings of essential services. This will be reviewed at different levels of the roadmap. Bookings considered on a case by case basis, using this guidance having checked with the committee (covid group)
			Clean to be done before a user. Hirers should clean surfaces before and after use with cleaning products provided
Nine	Kitchen - social distancing may be more difficult. Many surfaces on equipment, kettle, fridge, crockery, cutlery etc.	Staff and volunteers	Asked to limit use of the kitchen and use own crockery and cutlery
		Bookers (hirers)	Hirers requested to limit the use of the kitchen to access the sink for water only. Hirers to consider if food and drink is absolutely necessary and to provide their own cutlery and crockery. Hirers to bring their own tea towels etc. and consider disposable items. Cleaning materials will be clearly identified and made available.
Ten	Surfaces are not wiped/cleaned by users (hirers)	Bookers (hirers)	Hirers to clean all areas likely to be used before and after use
			A clean of the hall to be carried out after hire before another hire can enter. Wiping all taps, handles and touch points with disinfectant.
		Staff and volunteers	To be able to check on the hall usage and cleaning, if clean has not happened they should wipe surfaces

			they are using (door handles and light switches etc.) as they enter
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			the hall.
Eleven	Health and wellbeing issues arise	Staff and volunteers	Regular check in with people and support each other. All mindful that additional pressures may result in delay or changes to normal working arrangements. Health and wellbeing for all is important and is a priority over the hiring of the hall. If the committee is not comfortable or confident that covid safe arrangements can be policed and monitored, a booking can not be taken.
Thirteen	Likely more difficult to police and monitor the following of Covid 19 arrangements in a large gathering	Users/bookers	Large gatherings of 30 or more individuals must be considered on a one to one to ensure can be accommodated safely. The guidance at each stage on the roadmap must be followed at all times, and can be interpreted to suit the social distancing and limit of capacity of the hall. Both elements are used to assess individual requests.