

Fairburn Memorial Hall - Covid-19 risk assessment (version 9)

Following the First Minister announcement on 5 January 2022 the latest Scottish Government [rules and guidance](#) asks us to follow the [advice on help protect yourself and others this winter](#).

- [get the vaccine](#) or [the vaccine booster](#)
- limit the amount of social contact you have with other households - gather in groups of no more than 3 households
- avoid crowded places – shop at quieter times and follow safety measures in shops and other places
- if you don't have symptoms take regular lateral flow tests - especially before mixing with other people - [get LFD tests](#)
- follow the guidance on [NHS Inform on self-isolating and booking a test](#)
- [wear a face covering where required](#)
- work from home if you can
- take an LFD test each time before you visit someone in a hospital or care home
- wash your hands regularly, and cover your nose and mouth if coughing or sneezing
- open windows when meeting indoors
- use the apps: [COVID status](#), [Protect Scotland](#) and [Check-in Scotland](#)

Fairburn Memorial Hall - Covid-19 risk assessment (version 8)

Reviewed and agreed by the hall committee members (7 January 2022)

The risk assessment is kept under review monthly and reviewed in line with Scottish Government announcements.

The committee has agreed that the hall can continue to run its services and activities. That the hall has appropriate measures in place to reduce the risks from COVID-19 pandemic.

It is booker's responsibility to check that their event can take place and to use and follow the hall's assessment of risk guidelines, The guidelines come from our, the venue, risk assessment.

Item	Risk identified	Area of people at risk	Actions being taken to mitigate risk
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	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.

		scheduled maintenance of equipment	Display government advice to stay <u>safe you should</u> posters. Communicate to bookers.
		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)
		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	Staff must inform Chair and their line manager as soon as possible.
		Occasional maintenance workers	Supplier to contact their main hall contact who will also contact them about positive cases.

		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 too as people congregate (eg event). Parking is too congested to allow social distancing. People drop litter	Users of the park/behind hall	Not required outside. For events and social gatherings, the committee decided to keep physical distancing inside the hall observing a 1 meter spacing. The one-way system can be removed unless needed for multiple users. This will be

			decided on a case by case basis.
Four	Possible pinch points and busy areas where social distancing is not observed if too many people. Area in high use	All users	<p>Follow the government guidance depending on which level and arrangements.</p> <p>The one-way system can be removed unless needed for multiple users. This will be decided on a case by case basis.</p>
			Hand sanitisers at the ingress and egress points. And encourage good ventilation.
			Door handles and lights regularly cleaned by those using the hall
			<p>Can accept multiple users, subject to the capacity limit set (currently 70) as long as both parties, of the multiple users are communicated with and content. (Covid committee representatives and booking clerk to work together)</p> <p>The one-way system can be removed unless needed for multiple users. This will be decided on a case by</p>

			<p>case basis.</p> <p>Cleaning must take place in between the groups using the hall.</p>
Five	Main hall - social distancing to be observed. Surfaces in frequent use.	Building	<p>Limit the surfaces and equipment that are used to minimise cleaning requirements before use.</p>
		Hall users	<p>A social distancing guidance of 1m to be observed and follow activity guidance. This will differ for the type of activity.</p> <p>When hiring use of hall equipment to be kept to that which is essential and where bookers cannot bring their own.</p> <p>The stage area is not to be used.</p>
			<p>Encourage observation of social distancing guidance of 1m and 30 people capacity in the main hall. Life events and large gathering case by case.</p>
six	Toilets - social distancing difficult.	All users	<p>Signage to remember to wash hands clear.</p> <p>Control the numbers accessing the toilet.</p> <p>Up to two people now in the toilet with a mask on.</p>

	Surfaces in frequent use.		ladies. Sign on all toilets door "up to 2 persons 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/when booked out entire hall. (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 where at all possible.
		Bookers (hirers)	Hirers requested to limit the use of the kitchen. Hirers to consider if food and drink is absolutely necessary and to provide their own cutlery and crockery where possible. 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.

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't be taken.
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