

KEYWORTH PARISH COUNCIL

RISK ASSESMENT FOR THE HIRING AND USE OF THE VILLAGE HALL, CENTENARY LOUNGE, FEIGNES ROOM AND BAR

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This a **generic Risk Assessment** for dealing with the current Covid-19 situation when hiring and using Keyworth Parish Council Offices and Facilities. To keep up to date with advice in all areas in this fast changing situation visit <https://www.gov.uk/coronavirus>

What are the hazards?	Who might be harmed	Controls Required	Additional Controls			
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Hirers and Visitors to the premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p>Hirers will be asked to confirm what activity will be taking place prior to hiring the venue in line with Current Government Guidelines</p>	<p>Restrictions are in place on what activities can take place:</p> <p>These include</p> <ul style="list-style-type: none"> - indoor performances including drama, choirs, comedy and music in front of a live audience - refraining from playing loud music or broadcasts that may encourage shouting - preventing close contact activities such as dancing - Groups of more than 6 are not allowed - There will be exceptions where groups can be larger than 6 - Education and training 			

	<ul style="list-style-type: none"> • Anyone else who physically comes in contact with you when working in and hiring the facilities available from Keyworth Parish Council 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<ul style="list-style-type: none"> - Organised indoor and outdoor sports, physical activity and exercise classes <p>PLEASE REFER TO THE GOVERNMENT GUIDELINES BELOW</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</p> <p>COVID-19 Response - Spring 2021 (Summary) - GOV.UK (www.gov.uk)</p> <p>Employees, hirers and visitors are to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>			
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		<ul style="list-style-type: none"> • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Regular checks are to be made with the Government online guidance. • NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ 	<p>Staff and members of the Public are to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Paper hand towels will be provided to dry hands.</p> <p>Used paper towels to be disposed of in the bins provided</p> <p>Hand sanitiser is available in all areas of the Village Hall complex including the office's and reception</p> <p>For Hires and Visitors using the facilities an appointed person must ensure that members of their group are following the current Government guidelines, and adhering to all requirements.</p>			
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		<ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities not readily available • Gel sanitisers to be positioned in all entrances to rooms and offices and toilets. <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks will be carried out by Staff (During Office Hours Only) to ensure that the necessary procedures are being followed.</p> <p>Cleaning surfaces that are likely to have been touched by users will be carried out each time the Village Hall and Centenary Lounge have been used.</p>			
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		<p><u>Ventilation</u></p> <p>Depending on the level of occupancy</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><i>Public Health guidance on the use of PPE (personal protective</i></p>	<p>If tables and chairs are used they must positioned in such a way as to comply with the current Government social distancing guidelines</p> <p>The maximum number of tables will be 9 and only 2 persons per table.</p> <p>The Benches will provide seating for 6 persons spaced at 2 metres</p> <p>No more than 2 persons at any time should be using the Kitchen Facilities</p> <p>Windows should be kept open where possible (and does not pose a security risk) to increase air flow whilst the building is in use</p> <p>Some disposable gloves and face masks will be available to Staff, Hirers and Visitors.</p> <p>Visitors and Hirers will be encouraged to follow the Government guidelines and provide their own PPE based on their own risk assessment</p>			
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