

## **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><b>Spread of Covid-19 Coronavirus</b></p>	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Hirers and Visitors to the premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> </ul>	<p><b>Hirers will be asked to confirm what activity will be taking place prior to hiring the venue in line with Current Government Guidelines</b></p>	<p>Restrictions are in place on what activities can take place:</p> <p>These include</p> <ul style="list-style-type: none"> <li>- indoor fitness</li> <li>- indoor performances including drama, choirs, comedy and music in front of a live audience</li> <li>- refraining from playing loud music or broadcasts that may encourage shouting</li> <li>- preventing close contact activities such as dancing</li> </ul>			

	<ul style="list-style-type: none"> <li>• <b>Anyone else who physically comes in contact with you when working in and hiring the facilities available from Keyworth Parish Council</b></li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Regular checks are to be made with the Government online guidance.</li> <li>• NHS guidelines outline the criteria for those at higher</li> </ul>	<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> <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>Hand Dryers are not to be used. 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>risk of COVID-19, this can be accessed via:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p> <ul style="list-style-type: none"> <li>• Gel sanitisers in any area where washing facilities not readily available</li> <li>• Gel sanitisers to be positioned in all entrances to rooms and offices and toilets.</li> </ul>	<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> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			
--	--	---	---	--	--	--

		<p><b><u>Cleaning</u></b></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><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></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> <p>Hirers and Visitors will be encouraged to clean any surfaces prior to and after they have used the Facilities</p> <p>A one way system to be introduced for when the facilities are being hired. Persons must enter both the Centenary Lounge and the Village Hall by the main entrances and leave by the fire exits.</p> <p>Signage and directional arrows to be put in place</p> <p>Hirers to be informed when the booking is made and will be responsible to check and ensure this is adhered to</p>			
--	--	---	--	--	--	--

		<p>Taking steps to review work schedules including start &amp; finish times, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p>	<p>Toilets should only be used by one person at a time. Surface cleaning wipes will be provided</p> <p>Signage to be posted</p> <p>Staff, Hirers and Visitors to be regularly reminded of the importance of social distancing when in the offices and when using the Village Hall Facilities.</p> <p>Staff, Hirers and Visitors will be responsible to check and ensure this is adhered to.</p> <p>Hirers should complete their own Risk Assessment based on the activities that will be carried out during the hiring of the facilities.</p> <p>Feignies Room and Bar will be available for hire to a maximum of 6 people. The adjoining doors must be open and enter via the Feignes room and exit via the Bar</p> <p>The maximum number of people permitted in the <b>Village hall will be 30 as per current Government Guidelines</b> This will apply if tables and chairs are used or not used.</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 15 and only 2 households or 'social bubbles' per table</p> <p>The maximum number of people permitted in the <b>Centenary Lounge will be 24</b>. This will apply if tables and chairs are used or not used.</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 households or 'social bubbles' 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><b><u>Ventilation</u></b></p> <p>Depending on the level of occupancy</p> <p><b><u>Wearing of Gloves</u></b></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 equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></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>			
--	--	---	---	--	--	--



		<p><b><u>Test and Trace</u></b></p> <p>Keeping details of all attendees</p>	<p>In order to support the NHS test and trace a record will be kept of all visitors to the Village Hall for 21 days</p> <p>All hirers will take a register with names, addresses and contact details of all attendees and be able to give full details to track and Trace officials</p>			
--	--	---	---	--	--	--

--	--	--	--	--	--	--