

Published by Tring Together 7/4/21

Risk assessment for Hall Users

Company name: *add your group name here*

Assessment carried out by: *add the person who completed this risk assessment*

Date of next review: *As required*

Date assessment was carried out: *add the date here*

We are currently operating at Step 2 and are following government guidance. We will review changes to the RA when government guidance changes

This is an example risk assessment = please change the details to suit your organisation. Reading the Tring Together Risk Assessment for the Nora Grace Hall, may help you.

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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Managing the spread of Covid 19 Track and Trace</p>	<p>Hall users</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Official NHS QR code posters are situated at different points in the hall. Group leaders are asked by the Govt to invite their users to check-in using the app • As not all users will necessarily have a smartphone the group leaders need to continue to take and keep a register of attendees for their own trace and test purposes. Tring Together needs to be informed of any cases of Covid 19; mailto:info@tringtogether.org.uk or 01442828920 • Responsible adult ensures the names and numbers are recorded privately and can't be accessed by others. • Responsible adult asks each attendee; Have you travelled from another country in the last three months? Have you been in contact with Covid 19? Have you been/are ill? 	<p>TT and Group leader</p> <p>TT and Group leader</p> <p>Group leader (or a nominated person)</p> <p>Group leader (or a nominated person)</p>		<p>D/Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Wearing of face masks	Hall users	N/A	<ul style="list-style-type: none"> • Ask people who have booked the hall to ensure that any hall users in their group are following government guidelines on wearing face masks • Group leaders are responsible for having disposable masks to distribute if a hall user doesn't have one. 	Group leader		Ongoing
				Group leader		Ongoing
Adequate facilities to wash hands with water and soap and availability of hand sanitisers	Hall users	N/A	<ul style="list-style-type: none"> • Use hand sanitisers at point of entry and exit • Adequate check on supplies e.g. soap, paper hand towels • If children are attending ensure appropriate numbers are using the toilet and adequate hand washing and use of hand sanitisers 	TT/Group leader		Ongoing
				TT/Group leader		Ongoing
				Group leader		Ongoing

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Ability to observe 2 metre distance if possible but no less than 1metre	Hall users	N/A	<ul style="list-style-type: none"> • Observe maximum numbers and work with TT on setting up of table and chairs to maximise numbers of people safely. • Observe markings and one way flow system • Ensure numbers are being observed for use of the toilet • If children are attending ensure social distancing is being followed, including use of the toilet • Ask group leaders to be responsible for ensuring people don't mix with people they do not live with (but they can with people they share a support bubble with). 	TT/Group leader		Ongoing
				Group leader		Ongoing
				Group leader		
				Group leader		
Drop off, collection points	Hall users	N/A	<ul style="list-style-type: none"> • Ensure that users or parents/adults are observing social distancing and not arriving more than <i>fifteen</i> minutes before or after the session. • Entry will be through the front of the building, exit will be through the back of the building. 	Group leader		Ongoing
				Group leader		Ongoing

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Cleaning provisions and use of PPE	Hall Users	N/A	<ul style="list-style-type: none"> Wedge doors open when hall is being used (Not fire doors) Hall users are responsible for cleaning toilets and points of frequent contact during session and leaving the hall and kitchen as they found it. Disposable gloves and correct cleaning products are provided Use lidded bins for waste 	Group leader Group leader TT Hall users		Ongoing Ongoing Ongoing

- At Step two (12th April), village and community halls are also permitted to host a very limited number of additional activities: supervised activities for children, parent and toddler groups, for weddings, wedding receptions and wakes with up to 15 people, and non-essential retail (such as indoor markets). ACRE Action with Communities in Rural England

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/