

Risk assessment

Company name: Tring Together

Assessment carried out by: Vivianne Child & Sidney Prescott

Date of next review: As required

Date assessment was carried out: 7/4/21

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
Ability to observe 2 metre distance if possible but no less than 1metre	Hall Users	N/A	<ul style="list-style-type: none"> • Work with individual hall users to calculate the number of users they can safely accommodate. • Allow temporary markings on the hall floor to help social distancing. • Organise and sign a one-way flow system • Signs indicating; toilets and hand washing facilities, numbers allowed in the toilets at one time, adequate check on supplies e.g. soap, paper hand towels 			
Adequate facilities to wash hands with water and soap and availability of hand sanitisers			<ul style="list-style-type: none"> • Have hand sanitisers at the points of entry and exit • Signs giving numbers allowed in the toilets and how to wash hands effectively 	TT TT		D D

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Cleaning provisions and use of PPE			<ul style="list-style-type: none"> • Clean more frequently particularly high contact objects such as door handles with correct type of antibacterial cleaner (correct antibacterial cleaner will be provided) • Use lidded bins for waste 	<p>Group leader</p> <p>TT/Marc Hall user/TT</p>		D
Wearing of face masks			<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 distributing disposable face masks where there is a need 	<p>Group leader</p> <p>Group leader</p>		<p>Ongoing</p> <p>Ongoing</p>
Drop off, collection points and social distancing/staying in bubbles			<ul style="list-style-type: none"> • Timetabling of groups so they don't overlap • Signs reminding people of need to social distance. • Group leaders are responsible for ensuring people don't mix with people not in their household group / support bubble. 	<p>TT</p> <p>TT</p> <p>TT</p>		<p>Ongoing</p> <p>Ongoing</p> <p>D</p>
Adequately ventilated rooms			<ul style="list-style-type: none"> • Windows and doors can be opened during use (not fire doors) 	<p>Group leader</p>		Ongoing

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Managing spread of Covid 19 Track and Trace			<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 been in contact with Covid 19? Have you been/are ill? • There is no regulation from the government that we are required to have temperature checks 	<p>TT and Group leader</p> <p>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>

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

Before re-opening the hall, go through the following checklist:

	Task	Done
	Advise the hall's insurers whether/when the premises will be re-opening and check any requirements	VC
2	Check the security code or key logs are up to date.	N/A
3	If a Pre-school is using the premises, check any adjustments to hire arrangements needed for other hirers e.g. arrival/departure times, access to kitchen or toilets. (See Section 3 above)	N/A
4	Carry out or review your COVID-19 Risk Assessment in consultation with any employees, if you have any. (See Appendix F) Provide to hirers.	SP supply DL who will contact users
5	Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working. (For more information see ACRE Village Hall Information Sheet 37: Fire Safety in Village Halls)	Done VC MS
6	Consider whether additional cleaning is required, where and when. Consider arrangements for moving, stowing and cleaning equipment. A thorough clean of the hall should be undertaken before it re-opens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used.	SP checked storage. MS final clean

7	Discuss with your caretaker/cleaner/contractor any changes in work patterns required to ensure the hall meets the COVID-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	MS daily clean
8	Ensure the caretaker/cleaner has appropriate PPE: Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Contractors should use their own equipment, but an employee should be provided with the necessary equipment.	MS to check
9 10 11	<p>Flush through the water system if it has been unused, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).</p> <p>Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards. (For more information see ACRE Village Hall Information Sheet 15: Health and Safety legislation and Village Halls)</p> <p>Provide hand wash and drying facilities: Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.</p>	<p>SP flushed system. Can Marc check hot water.</p> <p>Marc</p> <p>Check refilled</p>
12	Consider “Engaged/Vacant” signage at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other “pinch points”.	Done

13	Provide signage: The certificate that the premises comply with COVID-19 secure guidelines and that people should not enter if they have symptoms should be displayed at entrances (see Appendix C). The PHE posters encouraging frequent, good handwashing techniques and hygiene “Catch It, Bin It, Kill It” available on the HSE and PHE websites should be displayed. (See Section 6). The QR code for NHS Test and Trace displayed (see Appendix M).	SP to provide signage for COVID-19 compliant. Other posters in position
14	Think about social distancing arrangements in corridors and at entrance and exits: Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	Done
15	Prepare special hire conditions and instruct booking secretary as to any changes in the Hall’s hire policy during re-opening, i.e. which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the COVID-19 secure poster. (See Appendices C, D and E)	SP to make DSL aware
16	Identify designated space for someone with suspected COVID-19	Disabled toilet
17	Consider Marketing and Communications: Ensure the website has up to date information, including special conditions of hire. Advertise availability as appropriate. Ensure answerphone message is up to date.	Done
18	Review budget forecast for 2021-22. Apply for restart grant and/or Additional Restrictions Support Grant if required, closing date 30th June 2021.	VC

