



Re-opening Ceddesfeld Hall - Covid 19 – Section/Group (Hirers) Risk Assessment

From May 17th to June 21st 2021

Section/Group:

Leader (name and contact number):

Day/time of meeting:

Room:

People or area at Risk	Hazard/Risk identified	Actions to take to mitigate risk	Notes
Managing Social distancing and especially people attending who may be vulnerable.	People do not maintain distance of 2m or 1m+	<p>Advise group they must comply with social distancing as far as possible and use the clearly marked one-way system.</p> <p>Adhere to room capacity limit.</p> <p>Adopt room/furniture layout advised.</p> <p>Do not rearrange furniture.</p> <p>Limit numbers using toilets to one at a time.</p> <p>'Rule of 6' or two households is a maximum number – sit in a distanced way.</p>	<p>Share risk assessment with all attendees before meeting.</p> <p>Advise members to enter and leave the building in a staggered way - any queue to be distanced.</p> <p>Advise people not to move around.</p> <p>Sit side by side, rather than facing each other.</p> <p>Wear a face mask.</p> <p>Group leader to send list and contact numbers of all attendees to Wendy Gill.</p>

		<p>No social mixing between groups.</p> <p>Do not share apparatus or utensils – E.g. playing card/music sheets/music stands etc.</p>	
<p>Cleanliness of hall/room, especially after other hires</p>	<p>Other hirers or hall cleaner have not cleaned hall, furniture, chairs or equipment used to the standard which is required.</p> <p>Our group leaves hall or equipment without cleaning.</p>	<p>Group to be informed of the days and times of when the hall is cleaned by the contracted cleaner.</p> <p>Individuals within the group to clean any surfaces, chairs, tables before and after use – group leader to supervise.</p> <p>Doors to remain open where possible – do not touch door handles/bannisters etc where possible.</p> <p>Avoid the use of the kitchen – only access to sink</p> <p>Attendees to bring their own refreshments, (no-alcoholic drinks) and take all rubbish home with them.</p>	<p>All attendees must know what is required for cleaning purposes, before and after use.</p> <p>Cleaning materials and resources made available on accessible in each area.</p> <p>Group leader to confirm that the agreed cleaning schedule has been completed with Wendy Gill or Sarah Guest</p>
<p>Respiratory Hygiene</p>	<p>Transmission to other members of group.</p>	<p>Catch it, Bin it, Kill it. Encourage group to avoid touching mouth, eyes, nose. Ask all to dispose of any tissues into a bin or disposable rubbish bag, then wash or sanitise hands.</p>	<p>Advice posters in every space</p> <p>People to bring their own tissues.</p> <p>Bins to be emptied into main kitchen bin at the end of the session.</p> <p>Hand sanitiser and blue paper towels accessible in every area.</p>
<p>Hand Cleanliness</p>	<p>Transmission to another member of the group</p>	<p>Advise all attendees to use hand sanitiser on entering and exiting and to wash hands frequently.</p> <p>Do not share any apparatus or resources.</p>	<p>Advice posters in every space.</p>
<p>Someone falls ill with covid-19 symptoms</p>	<p>Transmission to other members of the group and premises</p>	<p>Follow hall instructions. Move person to safe area, obtain contacts, inform SCA committee member – Wendy Gill or Sarah Guest who will contact the cleaning company.</p>	<p>Group leader/contact to hold all relevant contact numbers</p>

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Date: May 2021

Names and titles of person/people responsible - Trustees: Chairman Wendy Gill, Sarah Guest, Tony Guest, Maggie Sinclair

Review details: This Risk assessment will be subject to regular review in accordance with Government/Public Health guidance