

CATBROOK MEMORIAL HALL – COVID-19 RISK ASSESSMENT – SEPTEMBER 2021

SUBJECT / OBJECT AT RISK	RISK IDENTIFIED	RISK TREATMENT / ACTION TAKEN	NOTES / COMMENTS
Social Distancing	<ul style="list-style-type: none"> Difficulties maintaining social distancing are identified throughout Risk Assessment 	<ul style="list-style-type: none"> Encourage social distancing where possible Special conditions may apply to hirer requirements, depending on activity (ie. yoga , film night, social/book club meeting) 	<ul style="list-style-type: none"> Where the event for hire is more exercise based, an additional Risk Assessment may be required, ie. yoga, ballet
Access to Hall	<ul style="list-style-type: none"> Entrance to Hall, narrow path and small entrance lobby Difficult to maintain social distancing Groups arriving at the same time (might be raining) therefore desire to get inside quickly Management of attendee numbers 	<ul style="list-style-type: none"> One-way route to be established and identified in the event Risk Assessment, ie. in one door and exit via another 	<ul style="list-style-type: none"> Hirer to request visitors leave the Hall in orderly manner at the end of the event and discourage 'socialising' indoors after the event.
Toilets	<ul style="list-style-type: none"> Disabled and Men's toilet at entrance and Ladies toilet accessed from within Hall More cleaning required 	<ul style="list-style-type: none"> Attendees to be encouraged to give other attendees sufficient space in toilet area Sanitiser / soap / paper towels and bin in ALL toilets in uses 	<p>Prefer to ask attendees not to queue inside the toilet areas</p>

Kitchen	<ul style="list-style-type: none"> • More cleaning required • Higher risk of Covid-19 spread as too many areas needing to be cleaned after events, ie. floor, surfaces, microwave, cooker, dishwasher • 	<ul style="list-style-type: none"> • Restrict access to kitchen where possible, ie. only event organisers, not encourage general access. • Visitors advised to bring their own food and drink refreshments with them if required • Ensure visitors remove all drink/food waste before leaving the Hall • Kitchen should be thoroughly cleaned when the event has finished 	<ul style="list-style-type: none"> •
Tables and Seats	<ul style="list-style-type: none"> • Need for tables to be assembled, moved around and taken down between events • In the past, attendees have assisted with this before and after the event • Seats have fabric covers and are more susceptible to Covid-19 infection 	<ul style="list-style-type: none"> • Seats/tables to be set up in advance with adequate spacing, ie. Pub Night and cleaned, put away only by the event organisers after the event has finished • Clean chairs and tables after each use. 	<ul style="list-style-type: none"> • Cannot rely on 72 hours 'no use' reducing risk, therefore chairs and tables will need to be cleaned •
Other Furniture / Areas	<ul style="list-style-type: none"> • Reduce spread of Covid-19 infection by preventing visitors touching other parts of the Hall, ie. the bookcase, noticeboards etc 	Event organisers to set up Hall for specific events in advance, ie. The Remembrance Service/Band on stage to reduce circulation	<ul style="list-style-type: none"> •
Ventilation / Fresh Air	<ul style="list-style-type: none"> • Covid-19 risk increased through poor ventilation • Window opening by multiple visitors increase risk of Covid-19 spread • More cleaning required (curtains) 	<ul style="list-style-type: none"> • Windows to be opened for all events • Visitors reminded at time of booking to make allowances for weather and wear additional layers • Window opening to be actioned by Hirer only, to reduce risk of spread of Covid-19 	<ul style="list-style-type: none"> • Leave front door open for ventilation for all events. Fire exit door to be opened if required. •

Car Parking	<ul style="list-style-type: none"> Cars grouped too closely together 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Low risk
Cleaning	<ul style="list-style-type: none"> More and higher level cleaning required Certain events will require more time spent in preparation for visitors and cleaning after visitors have left the Hall 	<ul style="list-style-type: none"> Hand sanitiser to be installed outside the Hall inner door, ie. in the Lobby Hand sanitiser to be provided in the toilets Handwash and paper towels to be provided in the toilets Waste bin to be provided in toilets. Hirer to remove and dispose of at the end of each hire/event 	<ul style="list-style-type: none"> Trustees/Committee to monitor use of cleaning materials to ensure that stock maintained at all times
Payment / Cash Handling	<ul style="list-style-type: none"> Currently cash taken from attendees either on door or at kitchen hatch Cash/notes carry additional Covid-19 risk 	<ul style="list-style-type: none"> Pre-booking and payment preferred where possible 	<ul style="list-style-type: none">
Contact Details	<ul style="list-style-type: none"> Transmission of Covid-19 Need to obtain attendees details for Track and Trace and Protect (TTP) . Additional work for hirer to manage Covid-19 requirements for Hall event 	<ul style="list-style-type: none"> Contact details to be obtained by the Event Organiser at time of booking or on attending the event 	<ul style="list-style-type: none"> NB. GDPR and Data Protection! Dispose of within 21 days Any attendee who has a positive PCR Test after an event should contact the Event Organiser to enable Track Trace and Protect (TTP) to be implemented.

NOTES AND REFERENCES:

- Current Wales Government guidance for Alert Level 0 (as at 7th August 2021) states that community/village halls can re-open for community activities, including for social

purposes.

- WCVA – Wales Council for Voluntary Action - practical guidance for community centres reopening.
- Recommend for each event/hire that there are *two* people who will be accountable for preparing the Event Risk Assessment, ie. ensuring social distancing happens, that sanitiser is used before entering the Hall, that windows are opened for ventilation, comprehensive cleaning takes place at the end of each event. Also, that the numbers are monitored. By having two accountable people, this will ensure that short-cuts are not taken.
- CMH Risk Assessment to be made available on CMH Website and specifically for Hirers who must accept and adhere to Covid-19 Conditions of Hire.