

Covid-19 Risk Assessment

North Hall CV31

Name of Building	North Hall CV31	Assessment undertaken by:	Hall Management
Area of Building Assessed	Public Foyer, Toilets, North Hall, Stairs, Externals	Date of Initial Assessment: Date to be Reviewed	5 th August 2020 31 st August 2020

Room/Space	Hazards/Risks	Persons Affected	Risk Rating	Covid-19 Controls to Reduce Risk	Action Plan
Public Foyer and Blue Door Entrance	<p>Maintaining social distance when Groups using North Hall enter the building due to one main entrance door into the foyer.</p> <p>Maintaining social distance when Groups using North Hall enter the building due to using the “blue door” and the narrow entrance at this point.</p> <p>Maintaining general and personal hygiene on entering the building and to those using the space.</p>	Hall Users	Medium	<p>Social distancing posters provided to remind everyone to maintain social distancing whilst in the building.</p> <p>Pre-open doors to avoid contact – weather permitting plus being aware of security of the building.</p> <p>Control numbers entering the building at any one time to maintain social distancing.</p> <p>Install sanitisation station with gel both inside the building and outside.</p> <p>All hall hirers will be responsible for ensuring their groups members provide details for “Track and Trace” requirements.</p>	<p>Appropriate wall posters to be sourced and installed prior to first service.</p> <p>Hand sanitizer dispenser to be provided inside and outside the door.</p> <p>Full clean weekly and second top up clean.</p> <p>Hirers to be responsible for door opening and social distancing of any group members plus the gathering of details for “Track and Trace” purposes.</p> <p>Ensuring group members wear face coverings whilst in the hall and public areas (subject to current exemptions)</p>
Toilets	Maintaining general and personal hygiene.	Hall Users	Medium	<p>Having individual toilet cubicles will ensure social distancing.</p> <p>Posters required to remind users of the importance of hand washing for at least 20 seconds.</p> <p>Users to ensure good hygiene is maintained in the toilets with wipes/spray/paper towel provided for wiping down surfaces.</p>	<p>Posters to be sourced reminding users to wash hands for at least 20 seconds.</p> <p>Anti-bacteria cleaning solution to be provided for cleaning down of surfaces.</p> <p>Thorough clean weekly and second top clean and users are responsible for wiping surfaces after use.</p>

North Hall	<p>Maintaining social distance when people use the Hall</p> <p>Maintaining general and personal hygiene.</p>	Hall Users.	Medium	<p>Limit use of Hall to regular hirers; no one-off bookings to ensure hirers can follow our Covid-19 requirements and are able to prepare their own procedures for safe use of the Hall, including cleaning before and after use (including any equipment stored in the hall).</p> <p>Hirers that use the Hall to be responsible for the safety and compliance of their own groups. Hirers will need to confirm that they have adequate safety procedures in place before using the Hall and ancillary areas.</p> <p>Sanitization and/or wipes to be available in the Hall.</p> <p>Social distancing posters to be fixed to remind everyone of the need for social distancing whilst using the building.</p> <p>All internal doors into the Hall to be wedged open (if practical) when attendees arrive or leave, to avoid unnecessary contact with door handles. Need closing during use as they are fire doors.</p> <p>Users of the Hall to be encouraged to open the windows prior to usage and close after use to maximise natural ventilation.</p>	<p>External groups and users of the Hall are to confirm that they have robust procedures in place to maintain social distancing and hygiene requirements for the times that they are using the premises, including cleaning relevant surfaces both prior and after use.</p> <p>Appropriate wall/floor posters on requirements for social distancing to be sourced and installed prior to use of the room.</p> <p>Provide notices to encourage the opening of windows.</p> <p>Wedge internal doors open (if practical) when attendees arrive / leave.</p> <p>Hand sanitizer to be provided.</p> <p>Anti-bacteria cleaning solution to be provided.</p> <p>Thorough clean bi-weekly and hirers to clean between each session.</p> <p>Ensuring group members wear face coverings whilst in the hall and public areas (subject to current exemptions)</p>
Stairs	Maintaining social distance due to restricted space.	Hall Users	Medium	Possibility of one-way system to be considered as an exit route from the Hall.	Hirers to decide if they want to use one set of stairs and main entrance as an entrance to the hall and one set of stairs and fire door as an exit to the building.
Externals, including car park	Maintaining social distance within the car park and at the entrances to the building.	Hall Users	Medium	Consider notices within the car park and at entrances into the building on need for social distancing.	External signs to be fixed to remind users about social distancing.