

<b>1. Area/location: Gt Barton Village Hall</b>				<b>2. Date of assessment/review: 25/8/ 2020</b>			
<b>3. Assessment carried out by (names): TBC</b>							
<b>4. Task/activity: General use of Village Hall for Parish Council and Planning Committee meetings</b>				<b>5. Review: when significant change</b>			
<b>6. Number of persons exposed (and are there any special risk groups?) Various</b>							
7. Hazards	8. Initial Risk Evaluation			9. Controls – existing & further required, including addressing any special risk groups	10. Remaining Risk Evaluation		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
<b><u>THE HALL</u></b> <b><u>(main hall, foyer and toilets)</u></b>							
Cleanliness of hall and equipment	Unlikely	Slightly Harmful	Acceptable	Regular inspections by Village Hall Management Committee (VHMC) will identify issues which can then be quickly resolved. No soft furnishings to be used (e.g. padded chairs) . Hall not used for 72 hours prior to and after meeting to avoid need to deep clean.	Extremely Unlikely	Slightly Harmful	Low
Position of furniture to maintain social distancing	Unlikely	Slightly Harmful	Acceptable	VHMC will ensure tables and chairs are positioned to facilitate 2 metre social distancing. For the rest of 2020 the only meetings in the main hall are associated with GBPC and listed at point 4 above. There will be no soft fabric furniture in the foyer.	Extremely Unlikely	Slightly Harmful	Low
Respiratory hygiene. (Ventilation system)	Unlikely	Harmful	Intolerable	Councillor members of VHMC (Maggie Dunn and Philip Reeve) trained to use ventilation system. With no natural ventilation to the main hall a ventilation system is required. Fresh air will be entering the hall and stale air removed to atmosphere, there will NOT be any recirculation.	Extremely Unlikely	Harmful	Acceptable
Entry Key System	Extremely Unlikely	Slightly Harmful	Low	Entrance to the hall is no longer by the key pad. Peter Fisk and Philip Reeve hold keys and will open the hall.	Extremely Unlikely	Slightly Harmful	Low
Entrance and Exit points	Unlikely	Slightly Harmful	Acceptable	Separate entrance and exit points will be clearly marked by the VHMC to avoid pinch points. Entrance is through the lobby and exit through the walkway past the kitchen.	Extremely Unlikely	Slightly Harmful	Low
Using the Toilets	Unlikely	Harmful	Intolerable	Hall users will be discouraged from using the toilets. Doors to and doors at toilets to be wedged open. If needed, users should thoroughly wash and sanitise hands after use and wear a mask walking to and from the facilities. The hot air driers do not pose an added risk towards Covid-19	Extremely Unlikely	Harmful	Acceptable

Touch points in Hall	Unlikely	Slightly Harmful	Acceptable	After the meeting named Councillors will disinfectant the touch points in the hall (doors, light switches, tables and chairs, ventilation system controls). Disposable gloves and black sacks to be provided by the VHMC. If toilets have been used they will be cleaned by Councillors. Council to be responsible for disposal of all rubbish from the meeting, which after double bagging will be deposited, wearing disposable gloves in the trade waste bins provided at the hall entrance	Extremely Unlikely	Slightly Harmful	Low
Transmission from in house equipment	Extremely Unlikely	Slightly Harmful	Low	Disposable gloves to be worn when setting up the projector and disposed of in black plastic sack. Machine to be disinfected and returned to storage by person wearing disposable gloves, using only disinfectant wipes, no direct sprays.	Extremely Unlikely	Slightly Harmful	<b>Low</b>
Procedures – post meeting - Leaving the hall.	Unlikely	Slightly Harmful	Acceptable	Wearing PPE and face covering: a, floor deposits from foot wear will be gathered, bagged and binned after the meeting. Vacuum cleaner not to be used. b, cleaning the touch points, tables and chairs, toilets if used (washbasin, seat, toilet handles), and any other cleaning equipment the ventilation system and lights will be turned off and the hall locked.	Extremely Unlikely	Slightly Harmful	Low
Public entering the hall during the meeting	Unlikely	Slightly Harmful	Acceptable	For Entrance and exit points will be locked during the meeting so that members of the public cannot enter the hall. Clerk to add poster to front door with details of meeting taking place and number to call for entry. Emergency exit if needed will be through a fire door – details to be provided at the beginning of the meeting by the Chair. Before the meeting named Councillors will act as the ‘doormen’ to greet members of the public, explain the new procedures, ensure forms and procedures are adhered to before entrance permitted. (See action list for procedures)	Extremely Unlikely	Slightly Harmful	Low

<u>COUNCILLORS AND MEMBERS OF THE PUBLIC – complying with Covid 19 secure guidelines</u>				Copy of Covid 19 Secure Guidelines on wall when entering hall. To be provided by VHMC.			
HAND CLEANLINESS Transmission through contact	Unlikely	Harmful	Intolerable	All Councillors and members of the public attending the meeting will sanitise their hands on entry to the Village Hall with hand sanitiser, provided by the VHMC. Entrance Door to be propped open, avoiding multiple touch point.	Extremely Unlikely	Harmful	Acceptable
TRACEABILITY Members of the public attending meeting	Unlikely	Slightly Harmful	Acceptable	All members of the public attending the meeting will need to complete a contact/attendance form. This RA assessment doc. will be provided to all Councillors and public attending.	Extremely Unlikely	Slightly Harmful	Low
Maintaining Social Distancing	Unlikely	Harmful	Intolerable	Social distancing at 2m to be strictly observed at all times and will including seating arrangements. Be alert to passing people in confined spaces, (i.e. corridors) especially to those over 70 or anyone with underlying medical conditions.	Extremely Unlikely	Harmful	Acceptable
Respiratory hygiene - Transmission to other members of group	Unlikely	Slightly Harmful	Acceptable	Face masks to be worn at all times, unless an exemption applies, as many Councillors and members will be over 70, and therefore potentially vulnerable. The public must wear a face mask at all times. Councillors/Clerk should do likewise and only remove if their audibility is impaired to others. If so the Councillor/Clerk will replace face mask when finished speaking. Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Councillors to provide own tissues and place in bin.	Extremely Unlikely	Slightly Harmful	Low

<p>Anyone showing symptoms of Coronavirus (fever 38 °C or above), any kind of cough, shortness of breath or breathing difficulties.</p>	<p>Unlikely</p>	<p>Extremely Harmful</p>	<p>Intolerable</p>	<p>Everyone made aware that they must NOT attend the meeting if they or anyone in their household has had Covid 19 symptoms in the last 48 hours and if they develop symptoms within 10 days of visiting the premises they must use the Test and Trace system to alert others with whom they have been in contact.</p> <p>Questions they will be asked to answer to include:</p> <ul style="list-style-type: none"> <li>• Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?</li> <li>• Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?</li> <li>• Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)</li> <li>• Have you been advised by a doctor to self-isolate at this time?</li> <li>• Have you been advised by a doctor to cocoon at this time? (From HSE).</li> </ul> <p><b>If YES to any of the above = NO Attendance, home, isolate</b>                  Hands to be sanitised before completing sheet provided for attendees to sign confirming they do not have any systems of the virus and will comply with the actions identified on the risk assessment sheet, of which they have been provided with a copy. If NO to above bullet points Temperature to be taken with non-touch thermometer which will allow entry if reading within limits, (see action sheet for more details).                  Pen supplied will not be returned.</p>	<p>Extremely Unlikely</p>	<p>Extremely Harmful</p>	<p>Intolerable</p>
<p>Large number of people attending the meeting (Over 30)</p>	<p>Unlikely</p>	<p>Slightly Harmful</p>	<p>Acceptable</p>	<p>Everyone attending the meeting will be checked in by a doorman who will keep a note of the number of attendees. Once the maximum number of people attending (30) is reached the hall will be locked. This is to enable social distancing to be maintained. Especially important for anyone aged 70 or over who should avoid passing people in a confined space.</p>	<p>Extremely Unlikely</p>	<p>Slightly Harmful</p>	<p>Low</p>

Pre and Post meeting gatherings – Covid-19	Likely	Slightly Harmful	Intolerable	Informal gatherings must be discouraged, even when outside.	Unlikely	Slightly Harmful	Acceptable
Suspected case of Covid-19 during the meeting	Unlikely	Harmful	Intolerable	Refer to VHMC’s response plan and use of Covid-19 First Aid Kit which will be available at the Village Hall.	Extremely Unlikely	Harmful	Low
<b>13. Is further RA required under any specific legislation (e.g. HSE?)</b>					<b>No</b>		
<b>14. PPE –</b>			<b>Disposable gloves, face masks</b>				
<b>15. Any further comments</b>							
<b>16. Signatures: Clerk and Chair</b>							

### Task Method Statement

A specific safe system of work is not required and the above RA is sufficient for the topic under assessment.

#### Assessment of Risk

Likelihood	Severity		
	Slightly Harmful	Harmful	Extremely Harmful
Extremely Unlikely	Low	Acceptable	Intolerable
Unlikely	Acceptable	Intolerable	Intolerable
Likely	Intolerable	Intolerable	Intolerable

#### Guidance on Determination

Risk Definitions	Likelihood Definitions	Severity Definition
<b>Low</b> No additional controls required.	<b>Extremely Unlikely</b> Very remote chance of occurrence, say once every few years or every few thousand events	<b>Slightly Harmful</b> “First dressing” type injury e.g. minor cut
<b>Acceptable</b> Subject to following the defined precautions and controls.	<b>Unlikely</b> chance of occurrence in the order of up to once per 6 months to once per year, or every 500-1000 events	<b>Harmful</b> Something that could lead to lost time, e.g. sprains, twisted ankle.
<b>Intolerable</b> <b>Work should not be started until risk is reduced to Acceptable</b>	<b>Likely</b> Chance of occurrence more frequent than once every 6 months or every 1 to 500 events.	<b>Extremely Harmful</b> Loss of limb, major break type injury or death. For example that caused by a fall of say 4 metres or electric shock.