



**Sandhurst Parish Council
RISK ASSESSMENT for
RE-OPENING the
OLD SCHOOL HALL**

17 September 2020

HAZARD IDENTIFICATION AND CONTROL MEASURES:				
Significant hazard	Who might be harmed?	Type of harm	Level of Harm 1 - 9	Existing controls (Actions taken to control the risk)
Cleanliness of hall and equipment, especially after other hires	<ul style="list-style-type: none"> ▪ Hirers ▪ Members of the public ▪ Visitors 	<ul style="list-style-type: none"> ▪ Other hirers or hall cleaner have not cleaned hall or equipment used to standard required ▪ One group leaves hall or equipment without cleaning 	5	<ul style="list-style-type: none"> ▪ Hall is cleaned weekly ▪ Hirers to sanitise touch points before and after hire - tables, sinks, door and toilet handles, etc. An additional 30 minutes will be added before and after the hire period to allow time to do this ▪ Hand sanitiser available at entrance
Managing social distancing and especially people attending who may be vulnerable	<ul style="list-style-type: none"> ▪ All Persons 	<ul style="list-style-type: none"> ▪ People do not maintain 2m social distancing 	5	<ul style="list-style-type: none"> ▪ Advise group they must comply with social distancing as far as possible and signs displayed ▪ A max of 12 people to use the main hall ▪ Limit numbers to 1 person at a time using toilets
Respiratory hygiene	<ul style="list-style-type: none"> ▪ Hirers ▪ Members of the public ▪ Visitors 	<ul style="list-style-type: none"> ▪ Transmission to other members of group 	5	<ul style="list-style-type: none"> ▪ Catch It, Bin It, Kill It signs displayed ▪ Encourage group to avoid touching mouth, eyes, and nose ▪ Dispose of tissues into a disposable rubbish bag which will be taken away by hirer ▪ Wash or sanitise hands
Hand cleanliness	<ul style="list-style-type: none"> ▪ All Persons 	<ul style="list-style-type: none"> ▪ Transmission to other members of group 	5	<ul style="list-style-type: none"> ▪ Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels ▪ Signs displayed

Someone falls ill with COVID19 symptoms	<ul style="list-style-type: none"> All Persons 	<ul style="list-style-type: none"> Transmission to other members of group 	2	<ul style="list-style-type: none"> Move person to safe area, obtain contacts, inform Clerk
Car Park	<ul style="list-style-type: none"> Hirers Members of the public Visitors 	<ul style="list-style-type: none"> Social distancing is not observed as people congregate before entering premises People drop tissues, etc 	2	<ul style="list-style-type: none"> Signs displayed to remind people about social distancing Cleaner asked to check area outside doors for rubbish which might be contaminated, such as tissues; wear plastic gloves and remove
Entrance hall	<ul style="list-style-type: none"> Hirers Members of the public Visitors 	<ul style="list-style-type: none"> Possible “pinch points” and busy areas where risk that social distancing is not observed in a confined area Door handles, light switches in frequent use 	5	<ul style="list-style-type: none"> Identify “pinch points” and busy areas Door handles and light switches to be cleaned regularly. Hand sanitiser available at entrance Signs displayed
Main Hall	<ul style="list-style-type: none"> All Persons 	<ul style="list-style-type: none"> Door handles, light switches, window catches, tables, chair backs and arms not cleaned before use Social distancing is not observed 	5	<ul style="list-style-type: none"> Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned by hirers before and after activity Signs displayed encouraging hirers to wash hands regularly Hand sanitiser available at entrance Social distancing signs displayed
Kitchen NOT TO BE USED				

Indoor Toilets	<ul style="list-style-type: none"> ▪ Hirers ▪ Members of the public ▪ Visitors 	<ul style="list-style-type: none"> ▪ Social distancing is difficult ▪ Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc 	5	<ul style="list-style-type: none"> ▪ Hirer to ensure only 1 person at a time uses the toilets ▪ Toilets regularly checked and cleaned ▪ Hirer to clean all surfaces before and after the activity ▪ Signs displayed to encourage 20 second hand washing
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I certify that the assessment for the task/activity above covers the significant hazards applicable to re-opening the Old School Hall to members of the public for exercise and dance activities. No bookings for parties are being taken at this time.

Persons hiring the hall will be advised to undertake their own Risk Assessment and forward copies to the Parish Council.

Signed: Catherine Catt

Position: Parish Clerk