

Coronavirus/Covid-19 Risk Assessment for Persons Attending Ken Williams Memorial Hall

Organisation name:	Ken Williams Memorial Hall		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ All service users and hirers 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General provision for service users during COVID-19 pandemic including social distancing ▪ General site occupancy and site movement ▪ Personal hygiene ▪ Cleaning and sanitisation ▪ Serving food and beverages ▪ Interactions with maintenance contractors, not including the actual maintenance and compliance activities 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General room equipment and materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Premises of Ken Williams Memorial Hall 		
Name of person completing this risk assessment:	Joanna Crawley	Date of completion:	1.09.2020
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	1

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	▪
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Background

This risk assessment will consider the risks to all users and visitors impacted by the infection of a member of the community attending the Ken Williams Memorial Hall (e.g. service users, staff, contractors, visitors and household members of service users and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The premises should separately consider non-physical hazards e.g. stress to individuals and hazards not directly related to exposure to the virus, e.g. catering, including food preparation and building management arrangements.

Hazard - Coronavirus (SARS-CoV2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). It is generally deemed to no longer be at risk after 72 hours.

Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions.

The **severity** of Covid-19 remains **high** until a vaccine or treatment is available.

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene, cleaning measures, and social distancing measures (in accordance with government guidance) are followed and all very high risk/very vulnerable (previously known as shielded) persons remain at home and high risk/vulnerable persons (see NHS lists) do not engage with activities at the premises likelihood of transmission leading to a fatality will be low.

The overall risk assessment below considers scenarios and possible control measures on the basis that **nobody** involved in room/ face-to-face activities is a very high risk (previously known as shielded) or a high risk individual. A person living in a household where somebody is very high risk (previously known as shielded) should also not engage with activities.

The arrangements suggested in the government's guidance will be suggested as the basic controls "COVID 19:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

General control measures

Procedures in place to ensure all service users clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.

Reminders to all service users via the website, email communication and poster displays to:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly and the correct hand washing technique.
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Not touch their mouth, eyes and nose.
- Implement normal personal hygiene and washing of clothes following a day in a multi- purpose facility.

Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby fixed cohorts / groups to reduce unnecessary movement within the building and assist social distancing - portable coat racks and cycle racks could be relocated.

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1	Persons/ household members symptomatic / at very high risk	Persons who are very high risk or part of a household with persons at very high risk should remain cautious. Link to relevant GOV website: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 . Remind service users e.g. by notices at entrance, that nobody in such a household should attend group activities.	High		Trustees/ Service Users

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		<p>Service user levels will be reviewed regularly to ensure that the provision is safe.</p> <p>Service users who are very high risk or part of a household with persons at very high risk should remain at home. Link to relevant GOV website: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>All service users have completed a self declaration and those with underlying health conditions seek advice from their own GP</p> <p>All service users will receive training in Covid-19 infection control and use of PPE.</p>	High		Trustees/ Service Users
2	Service Users with the maturity and ability to observe social distancing and personal hygiene instructions eg. adult groups	<p>Fixed cohort maximum 15 individuals inside hired room and related staff The cohort may be reduced depending on space availability and other considerations, such as compliance</p> <p>Cohort spaced at 2m intervals at allocated points (seating/ mats) in rooms - persons remain at same seat/ mat throughout). Where possible, reduce the number of items in the room that is not necessary such as furniture.</p>	Low		All service users

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		<p>Where possible, service users should not spend extended periods in very close proximity to other service users. If this is necessary they should wear a mask. Prepare the activity as much as possible to aim to walk around the room as little as possible reducing the time needed to wear any PPE.</p> <p>No paired or other activities which causes individuals to be close to each other unless this can be done whilst socially distancing or wearing a mask.</p> <p>Equipment to be cleaned between each use. Equipment required for use will be set out by service user responsible for booking to minimise unnecessary movement.</p> <p>Regular room cleaning (see specification and training guidance).</p> <p>Where service users are unable to maintain a 2m distance they should be encouraged to wear a disposable face mask in accordance with recommendations from Public Health England.</p> <p>Alcohol gel available for use when entering rooms.</p> <p>Wipes available for high-touch resources such as remote controls.</p>			

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		<p>Windows open for ventilation.</p> <p>Bins with lids operated by foot pedals recommended to be used for quick and easy disposal of used PPE.</p>			
3	Use of changing areas	<p>It is recommended that each service user should get changed at home wherever possible</p> <p>For bookings involving children-The person supervising the group will assess the space and children will wait in a safe position.</p> <p>Facilities to be cleaned regularly, and more often than usual.</p> <p>If more than one person waiting to use toilet, implement queuing at 2 metres.</p>	Medium		All service users

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4	Use of toilets	<p>It is suggested that each service user should use a specified toilet facility as close to where their activity is based as far as practicable.</p> <p>For bookings involving children-The person supervising the group will assess the space and children will wait in a safe position.</p> <p>Facilities to be cleaned regularly, and more often than usual.</p> <p>If more than one person waiting to use toilet, implement queuing at 2 metres.</p>	Medium		All service users

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5	Corridors/ movements to other rooms, etc.	<p>Wherever possible service user timetable has been planned to reduce unnecessary movement around building and allows time for one group to leave building before the next group arrives.</p> <p>Corridors and staircases will be marked with poster displays reminding service users to maintain a 2m distance whilst using stairs and corridors. In accordance with Fire regulations normal Fire Safety guidelines are to be implemented in case of fire. Guidelines at 2m intervals will be on the floor to encourage social distancing at all other times.</p> <p>Passing in corridor is deemed low risk</p> <p>Any interaction between service users should be avoided where possible, or limited to as short a period as possible (eg crossing in corridors/ on the stairs)</p> <p>Consider keeping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. These are called touch points.</p> <p>Hirer responsible for managing doors during their booking and for ensuring safe entry and exit of their service users.</p> <p>Lift is only to be used by one adult at a time when absolutely necessary.</p>	Medium		All service users and hirers

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6	Food and drink	<p>If food needs to be consumed it is the responsibility of the hirer to ensure individuals are seated in a socially distanced manner</p> <p>Tables and chairs must be cleaned regularly</p> <p>Service users will be encouraged to choose food items that are not served in buffet style.</p> <p>All service users using kitchen/ bar area will be expected to use appropriate PPE and will be offered training in using it correctly.</p> <p>All service users using kitchen/ bar area will follow guidance from the Food Standards agency and any other professional bodies.</p>	Low		All service users and hirers

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7	Arrival/departure	<p>Service User arrival and departure times to be staggered by use.</p> <p>Entrance, Exit and waiting areas will be clearly marked and communicated to service users.</p> <p>Any parent collecting a child from an activity will be asked to wait outdoors - mark socially distanced spacing in suitable area. Parents informed that only one parent should collect or drop off if possible. The hirer will escort children safely to a waiting parent at the designated Exit point</p> <p>All persons to walk where possible and lift shares to be discouraged unless masks worn.</p> <p>Where walking not possible for service users, arrangements to be made for them to park on-site, where possible.</p>	Low		All service users and hirers

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8	Service User Meetings	Wherever possible, all meetings to be conducted by telephone, video conferencing etc. Essential other meetings to be conducted with social distancing and hygiene in place. Hand gel to be available to visitors/ service users who enter the premises. Social distancing to be explained to visitors who enter the premises	Low		Trustees

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9	First Aid/Ill Health	<p>Further guidance issued to first aiders on providing general first aid, and in case of emergency to call 999 to obtain guidance if there is a risk of transmission</p> <p>Create socially distanced triage space or separate First Aid area. Keep First Aid room as clear of items as possible.</p> <p>Arrangements for isolation of service users with symptoms.</p> <p>If service user develops symptoms they should put on mask and leave premises as quickly as possible. If a child develops symptoms the parent should be called and asked to immediately collect child. Child should not mix with other children whilst waiting for parent</p> <p>PPE specification for those administering First Aid is an apron, gloves, face mask and risk assessed eye protection.</p>	Medium		Trustees. Service users and hirers

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10	Suspected case on site	<p>Establish protocol and train all service users on swift and safe response to suspected cases on site.</p> <p>Communicate protocol clearly to service users.</p> <p>Designate waiting area for symptomatic service user if being collected and not a child</p> <p>Always call 999 in an emergency.</p> <p>Isolation rules</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</p> <ul style="list-style-type: none"> • Symptomatic individuals should self-isolate for 10 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist). • Household members should self-isolate for 14 days. • If household members develop symptoms, they should isolate for 10 days (or longer if still unwell) from the start of their symptoms. • There is no need for households to start their isolation again if a second member falls ill. • On receipt of a negative test result, the individual may resume activities 			All service users

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11	Cleaning	<p>According to guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning to be done while facility is empty wherever possible</p> <p>PPE in line with COSHH/cleaning risk assessment, including of metal/hard surfaces and toilet facilities.</p> <p>Surfaces that people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, to be cleaned more regularly than normal frequency.</p> <p>Used PPE- Bins should have lids and foot pedals and be placed near to the exit door to enable used PPE to be disposed of safely</p> <p>Implement COVID-19: cleaning of non-healthcare settings guidance, as appropriate.</p> <p>Separate cleaning activities risk assessment must be completed by competent person and communicated to cleaning staff prior to cleaning activities. Cleaning staff to be provided with Donning and Doffing training.</p>	Medium		Service Users and cleaners