



COVID-19 Risk Assessment– June 2021

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Cleanliness of hall and equipment, especially after other hires</p>	<p>Other hirers or hall cleaner/s have not cleaned the hall or equipment used to standard required. Our group leaves the hall or equipment without cleaning.</p>	<p>Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.</p>	<p>Antibacterial wipes to be used to clean all surfaces and shared equipment before and after workshops. Venue checked by EAC and cleaned regularly. Cleaning of toilets recorded and wipes provided to clean surfaces after use.</p>
<p>Managing Social distancing and limit of groups size to 6 or 2 households especially for people attending who may be vulnerable. Preventing groups from mingling.</p>	<p>People do not maintain 2 m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful. Risk of virus spread to those attending the whole activity, instead of a small group.</p>	<p>Advise all attending they must comply with social distancing as far as possible and use a one-way system. Adopt layout advised by EAC. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others. Observe waiting areas designated by EAC outside public toilets. 'Table service' for teas and coffees provided by IOC staff.</p>	<p>Avoid use of kitchen - designated staff member to make teas/ coffees and bring to tables. Allow older people time to use toilets without others present. Wait areas designated on floor by venue to ensure social distancing. Ask each group to use toilets at one time, so they are not mingling with others. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.</p>

Respiratory hygiene	Transmission to or from other members of the group.	Catch It, Bin It, Kill It. Ask the group to avoid touching their mouth, eyes and nose, and wear face coverings. Provide tissues and ask all to dispose into a bin or disposable rubbish bag. After using tissues, ask people to wash or sanitise their hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used at the end of hire. Face coverings to be worn unless an exception applies.
Hand cleanliness	Transmission to other members of group and premises	Advise the group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	Hand sanitiser and antibacterial wipes to be supplied in all workshops for use as required.
Transmission of COVID-19 asymptotically	Transmission of the COVID-19 virus via leaders without their knowledge to other members of the group and premises.	Natural flow tests made available to staff, workshop leaders and volunteers.	Recommend a flow test taken weekly/ on workshop days by staff, workshop leaders and volunteers.
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move the person to the designated safe area - IT Room. Obtain contacts, inform cleaner.	See Covid 19 Treatment plan for full details.