

**Painswick Parish Council**  
**Risk Assessment – Hall use during COVID 19**

<b>COVID19 at venues open to hirers.</b>	<b>Author: R Balgobin, Clerk</b>  <b>Date: 02/09/2020</b>
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<b>Potential Hazard</b>	<b>Who is at Risk</b>	<b>Existing Control Measures</b>	<b>Risk Rating</b>	<b>Responsibility</b>
Cross contamination between and within groups	Hall users Council staff Cleaner	Staggered times of hall hire. Sanitising stations. Signage of guidance. Groups to wipe surfaces, handles on arrival and departure. Kitchen not in use.	Medium	Hall users Cleaner Council staff
User being a carrier or showing symptoms	Everyone who has used the halls.	All members of the groups must not attend the sessions if they are showing any signs of illness. All members of groups to agree to track and trace system.	Medium	Individual and group leader.
Not maintaining social distancing during activity	Members of the group	All groups have provided their risk assessment as a requirement of hire and this shows how they intend to maintain social distancing.	High	Group leader

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		Hirers and their group members are responsible for maintaining social distancing.		
Hirers not complying with guidance	Groups using hall Cleaner Staff	Conditions of hire state the requirements of hire. Regular checks on the buildings by Council Staff. Hirers will be stopped using halls.	<u>Medium</u>	Hirers to follow guidance.
Outbreak of COVID19 at venue	Members of the groups who have been in setting for 72 hours after notification of case. Cleaning contractor. Council staff	Track and trace system for each group so individuals can be contacted. Hall closed.	<u>Medium</u>	Groups to notify their members if case reported.
Use of toilets	Hall users Council staff	Establishing safe queuing systems where necessary at toilets. Indoor practice areas governed by establishing maximum occupancy limits based on the capacity for safe distancing. Social distancing also to be adhered to in all communal areas, and toilet areas. Soap and sanitisers available. Handles wiped down at	Low	Individuals using the facilities.

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		the end of sessions.		
Furniture	Users of the venue	Tables wiped down by hirer if using them. Chairs wiped over by hirer.	Low	Group leader.
Stair handrail and lifts	Users of the stairs and lifts	Daily Cleaning	Low	Library Staff Council Staff
Closure of halls	Hirers Council staff	Email addresses for all hirers so they can be notified. Post on the website.		Council staff