

## Coronavirus Risk Assessment Rossetti Hall

January 2022

| Area of Risk                                                                            | Risk Identified                                                                                                                                          | Action to take to mitigate risks                                                                                                                                                                                                                                                                                                                                 | Notes                                                                                                                         |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Cleanliness</b> of hall and equipment, especially after multiple use in one day      | Hirers or cleaner not cleaning the hall or equipment used to standard required, especially on days of multiple users. Our group leaves hall or equipment | Booking Clerk to check halls are cleaned properly and to make sure regularly used surfaces are cleaned before, during and after hire e.g., tables, sinks, door and toilet handles etc. Cleaning procedures form to be completed by hirer on leaving premises.                                                                                                    | Users to bring their own equipment (spare paper towels, bin bags and cleaner will be left in entrance)                        |
| Managing <b>Social Distancing</b> and especially people attending who may be vulnerable | Hirers to not maintain 2m social distancing                                                                                                              | Advise hirer they must comply with social distancing as far as possible. Limit numbers in confined areas for example only 1 person to use the toilets and 2 people in the kitchen at any one time.                                                                                                                                                               |                                                                                                                               |
| <b>Respiratory hygiene</b>                                                              | Transmission to other members of group                                                                                                                   | Catch It, Bin It, Kill It. Encourage hirers to avoid touching mouth, eyes, and nose. Provide paper tissues in toilets and kitchen to be disposed into a bin or disposable rubbish bag, then wash or sanitise hands. Sanitizer provided at all entrances and is replaced daily Monday to Friday.<br>Ask hall users to keep the hall well ventilated at all times. | Hirers to empty any bins used and take home for disposal. Additional spare rubbish bags to be left in kitchen for hirers use. |
| Area of Risk                                                                            | Risk Identified                                                                                                                                          | Action to take to mitigate risks                                                                                                                                                                                                                                                                                                                                 | Notes                                                                                                                         |
| <b>Hand cleanliness</b>                                                                 | Transmission to other members of group and premises                                                                                                      | Advise hirers to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.                                                                                                                                                                                                                                            | Soap and towels are replaced daily Monday to Friday<br>Notices in kitchen and toilets                                         |

|                                                   |                                                                                |                                                                                                                                                                                      |  |
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| <b>Someone falls ill with COVID19 symptoms</b>    | Transmission to other members of group and premises                            | Follow hall instructions. Move person from Hall, obtain contacts, inform Booking Clerk                                                                                               |  |
| <b>Car Park</b>                                   | Waiting to collect from hall or entering the hall of the leader is not present | Users to wait in cars or observe social distancing while waiting, the booking Clerk cannot let hirers into the venue without the lead hirer being present.                           |  |
| <b>Collection of data</b>                         | Attendees contracting the Coronavirus                                          | All hirers need to collect attendees name and contact details and hold for 21 days for the NHS Track and Trace. Only the person responsible for booking needs to sign in on arrival. |  |
| <b>Unauthorised Entry</b>                         | Members of the Public entering the building without permission                 | Ensure that the door is left shut and, locked, so that no unauthorised entrance can be gained.                                                                                       |  |
| <b>Current local levels of Coronavirus</b>        | Increased local risk                                                           | Monitor local levels and if necessary, implement a closure                                                                                                                           |  |
| <b>Exercise Classes</b>                           | Breathing on floor and transmitting virus                                      | All users must use clean mats to do any floor exercises on                                                                                                                           |  |
| <b>Entering halls while people are coming out</b> | Cross contamination                                                            | Bookings are being spaced so there are no crossovers advise hirers not to arrive before booking time.                                                                                |  |