

Risk Assessment to prevent the spread of infection from Covid – 19 to hall users and their participants

Activity	What is the Risk	Risk Status	Control/ measures	Person responsible	Risk after control
Hall users to submit COVID -19 certificate and risk assessment	Everyone	medium	Relevant documentation sent to Sylvie Avis (vice chair)	Hall user Sylvie Avis	Low
Arrival into the hall	Everyone	High/medium	Everyone to use one door to enter the building in a controlled manner. 2m markers to be put on the floor Sanitize hands on entry	Hall user Participants of group	Low
Hall user set-up	Everyone	High/medium	Each hall user to have their own risk assessment which assesses the best way to set up their activity Hall user to consider equipment and social distance guidance	Hall user	Low
Hall user equipment	Hall user	High/medium	Equipment to be sanitized before and after use	Hall user	Low

Risk Assessment to prevent the spread of infection from Covid – 19 to hall users and their participants

participants	Everyone	High/medium	Social distance rule adhered to Sanitize hands regularly Wear the correct PPE if needed	Participants	Low
Activity	Hall user participants	High/medium	To ensure that enough time is given to clean equipment To ensure there is enough time to vacate the building in the appropriate manner	Hall user	Low
Leaving the hall	Everyone	High/medium	Ensure that all equipment, light switches, toilets, door handles and other areas that have been used are cleaned. Ensure the hall is locked up Ensure that social distancing is adhere to	Hall user Participants	Low
Post session	Hall user	Medium-low	All equipment to be sanitized on Site.	Hall user	Low
Ability to track and trace – in spreading the virus.	Everyone	High	Each hall user will be responsible for having contact details for each participant	Hall user	Low

Risk Assessment to prevent the spread of infection from Covid – 19 to hall users and their participants

Participants not adhering to the 2-meter social distancing	Hall user if physical contact is made and or moving to close	High/medium	Hall user to instruct the group before the session of the expectations Hall user to remind participants accordingly Stop activity if 2m social distancing is not adhered to.	Hall user participants	Low
Attending to someone injured or hurt	Everyone	Medium/low	Call 999 if an emergency. Call the emergency contact if necessary First aid kits available to each manager – Gloves and masks to be on site and within first aid kits.	Hall user	Low medium
Toilet Facilities	Everyone	Low	Toilet facilities will be open but a one in one out policy will be in place Toilets to be regularly checked and cleaned	All	Low