

DANEHILL MEMORIAL HALL REOPENING: RISK ASSESSMENT FOR COVID-19

<b>What are the hazards?</b>	<b>Who might be harmed?</b>	<b>Controls required</b>	<b>Additional controls &amp; mitigations</b>
<i>Covid-19 transmission</i>	<i>All</i>	<i>Explain to users that share with DMH joint responsibilities for everyone’s safety and mutual co-operation is therefore vital. This co-operation to include understanding of, and reference to, Special Additional Conditions of Hire, posters in the Hall, preparation of their own Risk Assessment and guidance from their relevant governing body, on a regular basis.</i>	<i>Hirers provide a risk assessment for their activity. A sample risk assessment is available to hirers &amp; will apply as a minimum if hirers do not produce their own. A member of the DMH Committee to attend each 1<sup>st</sup> event after re-opening and periodic visits thereafter to answer queries etc. Event organizers required to sign these prior to their booking. Dialogue between DMH and users is encouraged.</i>
<i>Failure of internal systems</i>	<i>All Damage and Business Interruption loss to Hall</i>	<i>Fabric Officer already undertakes weekly inspections of the systems and will undertake final check before re-opening per insurer protocols.</i>	<i>Copy of insurer protocols given to Fabric Officer.</i>
<i>Covid-19 transmission</i>	<i>Staff Volunteers Visitors Cleaners Contractors Vulnerable groups eg over 70s, pregnant women, those with underlying health conditions</i>	<b>Hand Washing</b> <i>Hand washing facilities with soap and water provided. Stringent hand washing. See hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Disposable paper towels and sanitizers available</i>	<i>Regular reminders to wash hands for 20 seconds with soap/ water and importance of proper drying with paper towels. Signage &amp; posters exhibited ‘Help Keep This Hall Covid-19 Secure’ and ‘Catch it, Bin it, Kill it’.</i>
<i>Covid-19 transmission</i>	<i>Staff Volunteers Visitors Cleaners Contractors</i>	<b>Cleaning</b> <i>Regular cleaning/disinfecting of objects and surfaces frequently touched, especially in areas of high use, e.g. door handles, light switches, window catches, touchable parts of chairs and tables and using appropriate cleaning products and methods.</i>	<i>Twice weekly cleaning by DMH. Hirers are required to clean all objects and surfaces described, before and after their period of hire. 15 minutes “free time” is allowed for this.</i>

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	<p><i>Vulnerable groups eg over 70s, pregnant women, those with underlying health conditions</i></p> <p><i>Staff</i> <i>Volunteers</i> <i>Visitors</i> <i>Vulnerable groups</i></p>	<p><b>Social Distancing</b> <i>Compliance with 2 m. or 1 m. + current social distancing requirements.</i></p> <p><i>Avoid breach of room maximum capacity limits.</i></p> <p><i>Attendance unexpectedly exceeds cap on numbers.</i></p>	<p><i>Minimum social distancing of 2 m. or 1 m. plus mitigations eg ventilation, wearing of face masks, sitting side by side.</i></p> <p><i>Tables: min distance of 2 m between persons face to face.</i></p> <p><i>Seating: empty seat between each person/household group</i></p> <p><b>Cap on numbers in DMH premises at any one time 40 including further sub limits in side rooms i.e.</b></p> <ul style="list-style-type: none"> <li>● <i>Committee Room: 10 persons</i></li> <li>● <i>Kitchen: 4</i></li> <li>● <i>Entrance hall: 3 persons</i></li> <li>● <i>WCs: 2 in each of 3 suites</i></li> </ul> <p><i>No simultaneous bookings for different groups</i></p> <p><i>Keep left policy where impossible to operate 1-way system.</i></p> <p><i>Open internal doors &amp; windows (reduced touching &amp; improved ventilation. Signage will be on display.</i></p> <p><i>Payments on cashless basis or handled by a gloved person.</i></p> <p><i>Attendees to book/purchase tickets in advance to avoid breaching maximum capacity guidance for performances.</i></p>
	<p><i>Staff</i> <i>Visitors</i></p>	<p><b>PPE:</b> <i>Individuals asked to observe social distancing measures/stringent hand washing.</i></p>	<p><i>Face masks should be worn by visitors in accordance with government guidance at time of the booking.</i></p> <p><i>Staff provided with protective clothing and face masks.</i></p>

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		<i><b>Wearing of Gloves</b></i>	<i>Staff to wear disposable gloves when cleaning.</i>
<i>Covid-19 transmission</i>	<i>Staff Volunteers Visitors Vulnerable groups Others in physical contact with DMH</i>	<i><b>Symptoms of Covid-19</b></i>	<i>Stay at Home guidance poster Vulnerable staff advised not to attend unless they can work safely. Discuss with staff/volunteers if PPE/other measures are adequate protection for them. Event organizers to inform NHS test and trace and DMH Bookings Secretary/Chairman immediately if an attendee of their event becomes unwell &amp; displays signs of suspected Covid-19 either a. whilst in DMH (in which case they shall be taken to the Committee Room with a plastic chair and Covid-19 First Aid Box) or b. within 7 days of such event. The event's organizer shall not disclose any personal information without the attendee's consent.</i>
<i>Adverse impact on mental health</i>	<i>Staff Volunteers</i>	<i>DMH Management Committee to promote <b>mental health and well-being awareness</b> to staff and offer whatever support they can</i>	<i>"Open door" policy for those who need support.</i>