

Yeovil Town Council

Re-opening Community Halls COVID-19 Risk Assessment



	Control	Notes	Who?
Contacting user groups	A letter will be written to all regular hirers informing them of what they must do to hire the hall	Assistance will be given to ensure the criteria is met	Town Clerk
User risk assessments	Each hirer will need to complete risk assessments for their activity	This will include how they will operate to enable social distancing, hygiene, entry and exit	Hirer - Responsible Person
Staff	Briefing to be given to be given to the caretakers about their role and responsibilities		Town Clerk
	PPE to be issued as required		Town Clerk
Contact details	Each hirer must maintain a register of attendees which is kept for 3 weeks	Should any attendee test positive for Coronavirus, Yeovil Town Council must be informed immediately	Hirer - Responsible Person
	Official NHS QR code posters for each Community Hall	Poster with the Official QR code for each Community Hall to be displayed at the venue entrance	Town Clerk

Cleaning of facilities for each user group	Before and after each hire, all contact surfaces (e.g. door handles, light switches, worktops, tables and chairs) are sanitised		Caretaker
	Rooms not in use will be locked		Caretaker
	Kitchen facilities will not be available		Caretaker
	Toilets will be cleaned and sanitised between lettings	Display “This toilet is cleaned between each hire. Time of last clean _____” (Caretaker to fill in time of last clean)	Caretaker
	Halls to be well ventilated	Where possible, doors and windows are to be opened	Caretaker
Toilets	Control number of people accessing toilets at one time	Signage	Administration Officer / Caretaker
	Encourage 20 second hand washing	Ensure soap, paper towels and toilet paper regularly replenished 20 second hand washing	Caretaker
Hand sanitising	Hand sanitiser will be provided for anyone who enters the building	Hand sanitiser will be checked regularly and before each session and refilled/replaces as necessary	Caretaker
Disposal of tissues	Provision of receptacles for used tissue disposal.	Receptacles emptied regularly	Caretaker

Entry/Exit	At least 15 minutes before the end of one hire and the beginning of another.	To allow for all users to vacate the building before the next users arrive. Time to clean down all contact surfaces Hirer not permitted to enter until booking start time Regular hirers time slot may need adjusting	Administration Officer / Caretaker
Marketing and communications	Ensure website and social media up to date, with special conditions of hire		Town Clerk
Legionella	Prior to re-opening, all water systems to be flushed through		Town House
Signage	Clear directions for actions required	“Catch It, Bin It, Kill It” signs “Hands, Face, Space” signs 20 second hand washing	Administration Officer / Caretaker

October 2020