



Risk assessment Use of Public Hall for Town Council Meetings

Company name: Budleigh Salterton Town Council

Assessment carried out by: Kate Harrison with Jo Vanstone **Date assessment was carried out:** May 2021

Date of next review: June 2021 or when new government guidelines are issued

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Anyone who enters the building inc Councillors and Staff	We have hand sanitiser in the main entrance, more have been added elsewhere in the building Hand washing facilities are available Posters have been placed around the hall to encourage regular hand cleaning	The caretaker will check the sanitisers and replenish as necessary Councillors and visitors will asked to sanitise on entry	Caretaker	Between Hires	
Getting or spreading coronavirus by not socially distancing adequately	Anyone who enters the building	From 8th August 2020 face coverings are required to be worn inside village and community halls. The Department of Health and Social Care has confirmed to ACRE that: <i>“On entering a village hall, you will be required to wear a face covering, and will be required to keep it on, unless you are covered under a ‘reasonable excuse’. This could be for a gym class, if you need to eat or drink something, or if you have a health or disability reason to not wear one”</i> . Posters have been put up to remind people to wear masks.	Councillors will be asked to wear a mask until seated and only remove it (if they wish to do so) while they are seated and taking part in the meeting. All other attendees will be required to keep a mask on at all times		Ongoing during Meeting	



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<p>Getting coronavirus from an infected person displaying symptoms</p>	<p>Anyone who enters the building</p>	<p>Signage in place to “Keep this hall COVID Secure” and reminders to wear face coverings.</p> <p>We have provided a “COVID-19” First Aid kit and designated area to wait should a person develop symptoms and not be able to leave immediately. This is in the changing room on the left-hand side of the stage. If there are mobility issues and they cannot access the stage please leave the person seated and evacuate the hall, taking hand washing facilities to them.</p> <p>We will take part in the NHS Test and Trace, so that should there be a confirmed case those who came into contact can be informed. This involves taking the name and telephone number of all attendees and keeping the information securely for 21 days.</p>	<p>Councillors will be reminded not to attend if they have any symptoms. By means of “Notes for Councillors attending a face to face meeting”</p> <p>The Chairman (RS) will announce that should anyone start to feel unwell with coronavirus symptoms during the meeting that they leave immediately.</p> <p>Clerical Assistant (KH) will steward the meeting and record all Test and Trace details</p>	<p>Clerk (JV) / Clerical Assistant (KH)</p> <p>Chairman</p> <p>The Clerk (JV) will inform the caretaker so that the necessary cleaning regime can take place. The Clerk (JV) will make the test and trace information available should she be required to do so by the NHS Test and Trace team</p>	<p>Start of Meeting</p> <p>As required.</p>	



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<p>Getting coronavirus from an infected person displaying symptoms (continued)</p>		<p>The caretaker and cleaner have been provided with a laminated sheet "Principles of cleaning after an individual with symptoms, or confirmed COVID-19, has left the area" so that they can safely clean the hall following the latest guidelines</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		Caretaker/ Cleaner	As Required	
<p>Entrance Hall/Foyer</p> <p>Not being able to socially distance due to using one entrance</p> <p>Touch points – door handles, light switches etc</p>	<p>Anyone who enters the building</p>	<p>All touch points are cleaned between hires by the hall caretaker</p> <p>We have installed extra signs to encourage sanitising.</p> <p>A one-way system, with clearly marked entrance and exit signs and a dividing screen has been installed.</p> <p>A ramp has been installed to make the exit accessible for wheelchair users</p>		Caretaker	Before Hire	



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<p>Inner Foyer</p> <p>Touch points – door handles, light switches etc</p>	<p>Anyone who enters the building, due to being unable to socially distance while people are waiting to enter the main hall or use the toilet</p>	<p>Regular cleaning of all touch points</p> <p>Posters had been put up asking people to wear a face covering</p>		<p>Caretaker</p>	<p>Before Hire</p>	
<p>Ladies Toilet Area</p> <p>Unable to socially distance in small space</p> <p>Touch points – door handles, light switches, toilet seats, taps etc</p>	<p>Ladies while using or waiting to use the toilet facilities</p>	<p>Regular cleaning including all touch points</p> <p>Ladies will be asked to wait in the cloakroom area (max 2 people at a time) while the toilet and washroom facilities are being used by one person at a time.</p> <p>Signs have been put up explaining the above. Hand sanitiser has been included in the cloakroom for ladies to use before they enter the toilet and washroom area.</p>		<p>Caretaker</p>	<p>Before Hire</p>	



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<p>Men's Toilet Area</p> <p>Touch points – door handles, light switches toilet seats, taps etc</p>	<p>Men while using or waiting to use the toilet facilities</p> <p>Hall users will be unable to see if the area is already occupied</p> <p>Other hall users in the foyer while men are waiting for the toilet</p>	<p>Regular cleaning including all touch points</p> <p>Consideration has been given on how to keep men socially distanced while using the facilities. It was agreed that the men's toilets should be closed and they will be asked to use the disabled toilet instead.</p> <p>There is a "zoned off waiting area" in the foyer to give clear sight that the disabled toilet area is vacant.</p> <p>Hand sanitiser has been provided</p>		Caretaker	Before Hire	



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<p>Main Hall</p> <p>Touch points – door handles, light switches etc</p> <p>Touch points</p> <p>Tables</p> <p>Chairs</p>	<p>Anyone that enters the building, by picking up coronavirus from surfaces, or by people being unable to social distance</p> <p>Caretaker, by touching contaminated surfaces</p>	<p>Regular cleaning</p> <p>The tables/chairs etc have been deep cleaned</p> <p>The caretaker will set up all tables and chairs.</p> <p>For the purpose of the Council Meeting the Chairman (RS) and Clerk (JV) have set out a plan ensuring that there is 2m between each Councillor. Councillors have a designated chair and table.</p> <p>The plan also allows 2m between each other attendees chair.</p> <p>The caretaker will ensure chairs are clean for each hire and use gloves when putting out and packing them away</p> <p>Plastic chairs are being used for ease of cleaning If fabric chairs are used they will be quarantined for a minimum of 72 hours before being used again</p>	<p>During the meeting social distancing must be maintained. A steward (KH) will ask attendees to occupy seats from the furthest point first and evacuate from the point closest to the exit first.</p> <p>Windows will be open to ensure ventilation</p> <p>The front door will be locked by Steward (KH) at 7pm to ensure no one else can enter the building. Please note the door remains a fire exit and can still be used as such if necessary.</p>	<p>Caretaker</p> <p>Steward (KH)</p> <p>Steward (KH)</p>	<p>Before Hire</p> <p>Before and During</p> <p>Before</p>	
<p>Unable to socially distance</p>	<p>Anyone entering the hall</p>					



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Kitchen Social distancing Contamination	People using the area People being served, due to touch points on crockery etc	The Kitchen will not be used. All Councillors will be asked to bring their own drinks.	Remind Councillors to bring own drinks.	Clerk (JV) /Clerical Assistant (KH) Via Document “Notes for Councillors attending a face to face meeting”	Asap prior to Meeting, and regular reminders to be sent out with Agenda	
In the Event of an Emergency Evacuation being unable to social distance	Anyone leaving the building	In case of an emergency evacuation, it is important to prioritise safety. Therefore, quick and safe evacuation supersedes the need to socially distance.	Chairman (RS) will make an announcement before the Meeting starts	Chairman (RS)	Before the Meeting starts	