



COVID-19 Risk Assessment – PARISH HALL ACTIVITY

<p>Background: COVID-19 is a viral illness from the Coronavirus Family. Most cases are mild but the virus can lead to pneumonia of which the outcome can be one of fatality. Symptoms are classed as flu-like but more predominantly persistent cough, fever, breathing difficulties and loss or change to taste or smell.</p> <p>Hazard: Infection/ transmission of COVID-19 virus through:</p> <ul style="list-style-type: none"> • Droplet transmission – droplets generated by coughing, sneezing or even talking; • Direct contact transmission – occurring during skin to skin or oral transmission; • Indirect contact transmission – occurs when a susceptible person has contact with a contaminated object, such as bedding, furniture, toilets, hand basins, crockery etc. from the environment of an infected person. • Faecal-oral transmission: as a result of poor hand hygiene, pathogens pass from one person to the mouth of another. 	People at Risk	Areas at Risk
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Aim of Risk Assessment: to identify strategies to put in place to control the spread of COVID-19 based on PHE, NHS and WHO advice and guidance.

Activity being Risk Assessed:

Low Risk – 1 to 3	Medium Risk – 4 to 6	High Risk – 7 to 9	Very High – 10 to 12
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Hazard	Risk	Uncontrolled Risk			Control Measures	Controlled Risk		
		L	S	R		L	S	R
Site cleanliness to prevent survival of virus	Spread of COVID-19.	3	4	12	As the virus can remain on surfaces for up to 72 hours, effective cleaning is an important way to prevent the transmission of COVID-19 through cross-contamination. The following measures must be implemented: <ul style="list-style-type: none"> • Group Leaders will be responsible for ensuring effective and regular cleaning of frequently touched surfaces in the area they use throughout the rental period each day to include: <ul style="list-style-type: none"> ○ Door handles & push plates; ○ Access keypads; ○ Hand rails and banisters; ○ Lift buttons –internal and external; ○ Surfaces such as receptions counter, desks, dining tables, chair backs; ○ Cleaning throughout the day of communal areas such as WCs, kitchens and meeting rooms. • Bins should be emptied regularly. Ensure PPE is used. 	2	2	4
Personal Hygiene	Infection/ transmission of COVID-19	3	6	18	<ul style="list-style-type: none"> • One of the main defenses against the spread of COVID-19 is effective hand washing. This involves washing hands with soap and hot running water for a minimum of 20 seconds or alternatively sanitising hands regularly throughout the day including: 	2	3	6

					<ul style="list-style-type: none"> ○ On arrival to site; ○ After contact with others; ○ After coughing / sneezing; ○ After touching your face; ○ Touching/handling money / paper including forms etc. ○ Before and after eating or drinking; ○ Before and after using communal equipment. <ul style="list-style-type: none"> • Sanitiser will be available in areas such as entry points, kitchen, WCs and other communal areas. • Cover nose and mouth with a tissue when coughing or sneezing and discard tissue in bin immediately afterwards. Wash hands immediately. 			
Lack of infection control	Spread of COVID-19 virus	4	6	24	<ul style="list-style-type: none"> • Health checks on arrival. • 14-day isolation for anyone who has returned from areas outside the travel corridor exempt list or other known affected areas. • Initial 10-day isolation period for anyone who has not travelled, not knowingly been in contact with someone who has travelled but is presenting with COVID-19 symptoms. 	2	3	6
Enhanced environmental cleaning	Transmission of COVID-19 virus	3	3	9	<p>The following guidance should be followed when dealing with bodily fluids which include blood, faeces, urine and vomiting. The same guidance should also be followed when dealing with laundry and soft furnishings.</p> <ul style="list-style-type: none"> • Bio-hazard kits should be readily available to assist with cleaning of bodily fluids; • All persons involved with cleaning of bodily fluids and/or cleaning of areas used by others must use relevant PPE (gloves, plastic apron, goggles and mask); • Under no circumstances should PPE be shared with others; • Suitable cleaning and sanitising products must be used to sanitise the area after the bodily fluids have been cleaned away. • Hirers will be responsible for enhanced cleaning in event of an incident in the area they are using. 	2	3	6
Catering provision	Transmission of COVID-19 virus	3	4	12	<p>There is no evidence of transmission of COVID-19 through food but it must be remembered that food may act as a vehicle if good food hygiene and personal hygiene standards are not practiced. Hirers who provide refreshments or food will retain full responsibility for Food Safety in the area they rent during the rental period. Strategies to control the spread of the virus include:</p> <ul style="list-style-type: none"> • High standard of personal hygiene by those involved in food preparation and cooking, • High standard of hygiene in the area used for food preparations, • Increased cleaning regime in food preparation areas, • Ensure adequate hand washing/sanitising facilities is available for service users before and after eating. • No sharing of food or drinks should be permitted, • Review strategies for serving food – people will not be allowed to serve themselves, 	2	2	4

				<ul style="list-style-type: none"> ○ Where possible pre-portioned, individually wrapped food is preferable. ○ Single portion condiments are preferable to using shared containers of condiments. • Ensure all seating arrangements facilitate social distancing, • All surfaces must be cleaned down after eating including in between groups, if serving of food/mealtimes needs to be staggered, • Strict cleaning regime in place for the cleaning and sterilising of shared crockery and cutlery, <ul style="list-style-type: none"> ○ Where possible individually wrapped disposable cutlery is preferable. • Numbers of people in food preparation areas must not breach social distancing rules; 			
Specified activity	Transmission of COVID-19 virus			<p>Hirer should identify strategies specific to their activity here.</p> <p>If there are additional risks associated with the activity these should also be addressed .</p>			
Management of COVID-19							
Suspected illness	Spread of COVID-19 virus	<p>NHS 111 has an Online Coronavirus Service where they will advise if medical help is required. Contact 111 if:</p> <ul style="list-style-type: none"> • You have a new persistent cough, fever (temperature) and/or shortness of breath; • You are experiencing a loss or change to your sense of taste or smell • You have returned from a high risk area; • You have been in close contact with someone known to have coronavirus. <p>DO NOT ATTEND GP OR A & E UNLESS YOU ARE STRUGGLING TO BREATH or have been advised to do so by 111.</p>					
Covid-19 First Aid	Spread of COVID-19 virus	<ul style="list-style-type: none"> • Ensure there is sufficient and clear signage about hand hygiene and respiratory hygiene throughout site; • Ensure there is adequate provision to facilitate effective hand hygiene and respiratory hygiene in WCs and communal areas; • In the event of a member of your team/service user presenting with symptoms you should isolate and seek medical advice via 111 service as soon as possible; (see guidance above). • Where there are groups of people a dynamic risk assessment will need to be completed to identify the level of risk. <ul style="list-style-type: none"> ○ It may be necessary to stagger sessions in order to reduce group sizes to facilitate social distancing. ○ This would include refreshment breaks as eating by its very nature will increase the risk of spread of oral droplets etc. • Thorough cleaning must be carried out after every session in shared areas. 					
Effective preventative measures	Spread of COVID-19	<p>We must take all reasonably practicable measures to prevent the spread of COVID-19 by taking the following steps:</p> <ul style="list-style-type: none"> • Effective cleaning regime as outlined above; • All areas will be well ventilated as far as reasonably practicable; • Adequate space between hire sessions to facilitate cleaning; • Group leaders are advised to keep a log of all staff and visitors to their group to facilitate Test and Trace; • Wherever possible there will be a one-way system in place for transition through areas' 					

		<ul style="list-style-type: none">○ Where this is not possible e.g. corridors, a one in- one out system should be employed to reduce the risk of cross-over in spaces less than 2m;• There will be sufficient signage posted to remind everyone of the requirement to practice social distancing, effective hand hygiene and effective respiratory hygiene;• Numbers of people in confined areas must not breach social distancing rules.
Hirer details:		Hire dates:
I understand it is my responsibility to follow the strategies as outlined above to ensure the premises remains COVID-19 Secure. I agree to leave the premises clean and ready for use by other users.		
Completed by:		Date: