

Risk Assessment – Covid-19

Banners Gate Community Association

applicable to the use of the Community Hall, Reay Nadin Drive

August 3rd 2020 (draft 2030)

The purpose of this Risk Assessment is to keep people safe by controlling the transmission of the Covid-19 virus.

The keyholder is responsible for ensuring that the following steps are rigidly adhered to by all participants.

	Tick and initial when completed	
1. The keyholder shall first take their own temperature, gun no more than 2inches (5cms) away from forehead, then all of the participants, at the main door. Nobody shall enter if their temperature is outside the acceptable range, 36—38. The thermometer gun will be on the counter.		
2. Everybody's hands must be sanitised using the dispenser on the facing wall, between the toilets.		
3. For Track and Tracing, all must record their name (in capital letters) and telephone number - the form is in the clipboard on the counter. The RA and T&T forms must be posted through the letterbox of the door behind the counter.		
4. Noses and mouths must be masked as per the current government's guidelines.		
5. Before activities begin, all items to be used must be disinfected, including surfaces, handles and furniture, by using the Dettol wipes provided, which are then binned.		
6. Circulating air must be maintained by leaving both main double doors open, and at least one window.		
7. Social distancing, at 2 metres, means a maximum of no more than 12 people in the hall at any one time.		
8. Only one toilet, the disabled toilet, is to be used on a one in, one out system.		
9. At the end of the session, all items used, surfaces, tables, chairs, handles, light switches, alarm buttons, toilet and anything else that has been touched, must be sanitised with the Dettol wipes, which are then binned on the way out.		
10. The kitchen must not be used and the area behind the counter is not to be entered, other than for the first aid box, and to post the RA and T&T forms through the letterbox.		
11. Singing and shouting is prohibited at all times.		
12. This Risk Assessment also applies to those who are there just to collect someone from the class. No more than two in the foyer.		
13. Interaction between members of the class finishing and members of the class about to begin, must be avoided.		

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1. The keyholder shall first take their temperature, then all of the participants, at the main door. Nobody shall enter if their temperature is outside the acceptable range, thermometer gun will be on the counter. Main doors must be wide open.
2. Everybody's hands must be sanitised using the dispenser on the facing wall, between the toilets.
3. For track and tracing, all must record their name (in capital letters) and telephone number - the clipboard is on counter.
4. Everybody's nose and mouth must be masked.
5. Before activities begin, all items to be used must be disinfected, including surfaces, handles and furniture, by using the Dettol wipes provided, which are then binned.
6. Circulating air must be maintained by leaving both main double doors open, and at least one window.
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10. The kitchen must not be used and the area behind the counter is not to be entered, other than for the first aid box, **and to post the RA and T&T forms through the letterbox.**
11. Singing and shouting is prohibited at all times.
12. This Risk Assessment also applies to those who are there just to collect someone from the class.
13. There must be no interaction between members of the class finishing and members of the class about to begin.

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