

Stapleford Parish Council

COVID-19 – Risk Assessment for re-opening of Jubilee Pavilion in the Autumn

Areas assessed: Stapleford Jubilee Pavilion

Date assessed: 8th August 2020



What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> All users of the Pavilion – hirers, guests, attendees, members of the public; Parish Council members & staff; Cleaners; Contractors. 	Hand Washing Hand washing facilities provided – soap, hot water, disposable towels. Hand sanitizers also to be provided.	Posters put up to remind people of the importance of hand washing.	All hirers and users.	Each hire	Ongoing
				Posters provided by Parish Council	Before opening	Yes
		Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, taps and toilet seats.	Ask hirers to clean all surfaces touched before and after their hire using appropriate cleaning products and using gloves and masks to carry out the task. Dispose of any waste appropriately in black sacks and removing to outside bins after hire.	All hirers	Each hire	Ongoing
			The Pavilion to be cleaned professionally every week.	Contracted cleaners	Every week	Ongoing
	Social Distancing Social Distancing - Reducing the number of persons in any area to	Ask hirers to ensure all users / attendees are following the social distancing guidelines.	All hirers and users	Each hire	Ongoing	

		<p>comply with the 2-metre rule recommended by central government.</p> <p>Separate chairs / mats etc. as appropriate to comply with the 2m rule.</p>	<p>Posters to remind people of the importance of social distancing</p>	<p>Posters provided by Parish Council</p>	<p>Before opening</p>	<p>Yes</p>
		<p>Dealing with Covid-19 symptoms</p> <p>No one to enter the Pavilion if they or anyone in their household has had COVID-19 symptoms in the last 7 days.</p> <p>If anybody develop symptoms within 10 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.</p>	<p>Hirers to record all attendees' names and contact details and keep them for 21 days after the event.</p> <p>Hirers to agree to the Special Covid 19 T&Cs.</p>	<p>All hirers and users</p>	<p>Each hire</p>	<p>Ongoing</p>