

To prevent spread of virus

Reference: Coronavirus

Department(s): Function Suite

Date of assessment: 19/03/2020 10:23

Location: Town Hall

Date of review: Never

Description of activity:		
Work place in a public venue		
Hazard	At Risk	Describe the consequence
Contact with diseases and hazardous substances.	<ul style="list-style-type: none"> • People Working on Their Own • Cleaners • People Sharing/Passing Through the Workplace • Young Workers • All Staff 	<ul style="list-style-type: none"> • Mild cough or low grade fever • Difficulty breathing • Sneezing • Fatal to those with underlying medical conditions or elderly
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> • Surfaces and objects to be wiped with disinfectant regularly • Promote regular hand washing - sanitising rub if no soap and water • Promote good respiratory hygiene - provide paper tissues/face masks • display posters with information on precautionary measures in public areas • provide PPE for staff if required i.e. gloves for cleaning staff, hand sanitiser and surface wipes for equipment • Maintain social distancing - 6ft or 2m apart
Legal Requirements	Initial Risk	Residual Risk
<ul style="list-style-type: none"> • Personal Protective Equipment at Work Regulations 1992 • Workplace (Health, Safety and Welfare) Regulations 1992 	Medium (C)::Medium (C) 3 (4)	Medium (C)::Low (D) 4 (2)

Description of activity:				
Holding events in a public venue				
Hazard	At Risk		Describe the consequence	
Contact with diseases and hazardous substances.	<ul style="list-style-type: none"> • Contractor • People Working on Their Own • Cleaners • People With Disabilities • Visitors • People Sharing/Passing Through the Workplace • Local Community • Young Workers • Service Users • All Staff • Volunteereers • Public 		<ul style="list-style-type: none"> • Mild cough or low grade fever (temp must be 37.3 or more)Difficulty breathingSneezingAching bodyTirednessFatal for elderly and those with underlying medical problems 	
Supporting Files (Viewable online only)			Current Control Measures	
			<ul style="list-style-type: none"> • Practice ways to say hello without touching Encrouage regular hand washing or use alcohol rub if no access to soap and water • Encourage visitors/staff to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues where possible and closed bins to dispose of them • Provide contact details or health hotline number for participants to call for advice • Display dispensers around the venue If there is space, arrange seats so participants are two metres apart • Open windows and doors for ventilation • If anyone is feeling ill - put person in isolation room and follow government guidelines make staff aware of government guidelines via training • cancel or postpone any large events/mass gatherings wherever possible to encourage social distancing • Maintain social distancing - 6ft or 2m apart • Inform hirer to encourage anyone who shows the symptoms of Coronavirus/COVID-19 such as fever, new and consistent cough or breathing difficulties to not attend events 	
Action	By Whom	By When	Assessor	Review Date
Keep details of hirer for at least a month after the event incase we need to contact them or their guests due to symptoms and inform hirer to let us know if participants fall ill immediately after the event with names and	Cheryl Maxim	2020-03-30	Alicja Romanowicz	2020-04-17

addresses for us to pass to Public Health org and to notify staff who worked that event.

Action	By Whom	By When	Assessor	Review Date
Develop a business and contingency plan for the venue	Cheryl Maxim	2020-03-27	Paula Bishop	2020-04-10

Legal Requirements

Initial Risk

Residual Risk

- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992

High (B)::Low (D) 4 (3)

Medium (C)::Low (D) 4 (2)