

## PDCA scio Risk Assessment for reopening the Pathhead Village Hall April 2021

Key risks	Risk (e.g. more people turn up)	Mitigation/Action to reduce risk (e.g. event closed after 10 admitted)	Remaining Risk Score (H,M,L)
Uncontrolled or inappropriate use of the Hall leads to infection of others	Someone hires hall for a inappropriate event - e.g. a children's party - where social distancing could not be established	<p>Proposal and Risk assessment required from all hirers</p> <p>Guidance provided around what is appropriate and when</p> <p>Cautious adoption of re-opening</p> <p>Signs in hall should indicate contact numbers if user, hirers or attendees have issues.</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p>
Uncontrolled or inappropriate use of the Hall leads to infection of others	Too many people turn up or activities become inappropriate -e.g. social distancing cannot be maintained.	<p>Responsibility sits with the organizer.</p> <p>Any breaches may be reported to the police</p> <p>Signs in hall should indicate contact numbers if users, hirers or attendees have issues.</p>	<p>Medium - we expect people to leave the event</p> <p>The PSSC and PDCA maintain the right to implement closure</p>
Uncontrolled or inappropriate use of the Bar leads to infection of others	Too many people turn up or activities become inappropriate	<p>Clear guidance provided around what is appropriate and when</p> <p>Responsibility sits with the PSSC committee</p> <p>Any breaches may be reported to the police</p> <p>Signs in hall should indicate contact numbers if staff or attendees have issues.</p>	<p>Agreement required with PSSC</p> <p>The PSSC and PDCA maintain the right to implement closure</p>

## PDCA scio Risk Assessment for reopening the Pathhead Village Hall April 2021

Personal safety or hygiene is not possible	I.e not enough access to hand washing, toilets etc or hand sanitiser is used too quickly or removed without permission.	<p>Hand sanitising station to be available at door and in the Hall</p> <p>There will be several hands sanitising station in toilets and kitchen</p> <p>Users or those hiring to consider additional needs</p> <p>Internal doors (out outer doors of toilets) to be open so they don't have to be touched.</p> <p>Users or those hiring should clean specific equipment before use</p> <p>Hall committee / cleaner to check hand sanitising stations regularly</p> <p>Signs in hall should indicate contact numbers if users, hirers or attendees have issues.</p> <p>PSSC to enforce similar in bar etc</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p>
Hall cannot be cleaned	Events take place close after each other or before cleaner available	<p>Frequency of events to be controlled as par as possible. Users to be told if events follow on shortly after another.</p> <p>Additional cleaning equipment to be provided</p> <p>Users or those hiring to consider /carry out additional pre-event cleaning</p>	<p>Low</p> <p>If cleaner becomes incapacitated or cannot attend the PSSC and PDCA maintain the right to implement closure</p>

# PDCA scio Risk Assessment for reopening the Pathhead Village Hall April 2021

		<p>Users or those hiring should clean specific equipment before use and be aware of cleaning limitations - e.g. floor not cleaned daily</p> <p>We will store all furniture to aid cleaning and have days shut between use to check for issues.</p> <p>PSSC to enforce similar in bar etc</p>	
Hall equipment cannot be cleaned	Someone users equipment, e.g chair, table, cups etc and does not clean	<p>Frequency of events to be controlled</p> <p>Additional cleaning equipment to be provided</p> <p>Users or those hiring are required to indicate what equipment they will use and how they clean it.</p> <p>Users or those hiring are asked to clean specific equipment before use and to not assume it is cleaned</p> <p>We will store all furniture away from the hall to aid restricting its use.</p> <p>PSSC to enforce similar in bar etc</p>	<p>Medium</p> <p>The PSSC and PDCA maintain the right to implement closure of an event.</p> <p>Posters to highlight the need to clean equipment before use.</p>
Risk to Staff in Hall	Cleaner exposed to infection	<p>Gloves, hand sanitiser and masks and advice to be provided to cleaner</p> <p>Additional cleaning equipment to be provided</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p>

# PDCA scio Risk Assessment for reopening the Pathhead Village Hall April 2021

		<p>Users or those hiring to consider /carry out additional pre- and post-event cleaning</p> <p>Extra bins to be provided</p> <p>Cleaner to be able to report concerns to committee.</p> <p>We will store all furniture and have days shut between use to check for issues.</p>	
Risk to Staff in Bar	<p>Cleaner exposed to infection</p> <p>Bar Staff exposed to infection</p>	<p>PSSc to carry out risk assessment and provide details to the PDCA committee</p> <p>Gloves, hand sanitiser and masks and advice to be provided to cleaner and bar staff</p> <p>Additional cleaning equipment to be provided</p> <p>Extra bins to be provided with bin bags that can be disposed of after an event</p> <p>PSSC can be outdoors only in phase 2. 1 person to access toilets at a time.</p> <p>Access to the bar to be restricted once PSSC opens in door. No one to sit at the bar.</p> <p>PSSC staff to be able to report concerns to PSSc or PDCA committee.</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p>

## PDCA scio Risk Assessment for reopening the Pathhead Village Hall April 2021

		Strict limits on number in the bar.	
Risk to children	Cleaning chemicals are accessible  Doors left open	No children allowed until further notice.  Cleaning equipment and chemicals must be accessible. In main area of hall these will be in a tamper proof box but this may not be possible in the toilets etc.  Notices will be placed advising parents of this risks.	Low  The PSSC and PDCA maintain the right to implement closure  The situation with children will be reviewed after the 11th August.
Unexpected Event leads to unsafe behaviours	Fire or incident takes place that means social distancing and other safety issues	Existing fire doors and requirements e.g. ensure fire doors not blocked should allow for swift evacuation in the event of an emergency.  Instructions on leaving building require people to move rapidly away from the hall.	Medium  Dealing with the incident - e.g. evacuation due to fire - will be more pressing issue that maintaining social distancing.  Clear guidance will be posted on actions to take.
Other Health & Safety issues arises as hall closed for a long period	Fire or heating failure cause injury as equipment or facilities no longer safe after long period of closure	Hall has been visited regularly during lockdown  Re-Commissioning Health and safety check carried out.  Checks will regularly be carried out.	Low  The PSSC and PDCA maintain the right to implement closure  Health and safety checks all carried out and issues resolved in late 2020. New issues will be addressed.
Transmission through close contact in pinch points	Risk that people congregate in foyer on arrival - especially when signing in	"don't congregate sign" has been put up both in front of hall and in foyer.  Organisers to use separate entry and exit (through fire door)	Low if separate exit  Medium if shared entry and exit

## PDCA scio Risk Assessment for reopening the Pathhead Village Hall April 2021

Disabled people are impacted adversely	Disabled people have to be helped in and out or to use facilities	Disabled access needs to be considered for every event separately	To be assessed on an event by event basis.
Transmission through the exchange of items	People bring items with them that are swapped or left in close proximity or unattended.	<p>People should bring minimal items with them and keep them close to them at all times.</p> <p>This would e.g. apply to coats, water bottles, phones etc that should not be left unattended.</p> <p>All participants should use wipes to clean any personal items.</p>	Low

The following apply to sports or exercise activities.

Key risks	Risk (e.g. more people turn up)	Mitigation/Action to reduce risk (e.g. event closed after 10 admitted)	Remaining Risk Score (H,M,L)
Transmission due to exercise activities	Too many people in hall carrying out vigorous activity	<p>Guidance is 9 sqm per person and extra ventilation</p> <p>Reduce occupancy for exercise classes And keep front doors, fire door open.</p> <p>Suggest 10 users for vigorous exercise with 16sq (4*4M) space around. 1 teacher on stage</p> <p>Suggest 15 users for light exercise with 9sq (3m by 3m) box around. 1 teacher on stage</p>	<p>Medium - need advice if possible re space.</p> <p>No. of participants to be included in risk assessment</p> <p>Possible Wear masks for light exercise</p> <p>All hirers should contact their relevant sports federation or similar for advice on spacing.</p>
Transmission due to exercise activities	people due to close contact in changing room	All participants must not change in hall or the toilets	low

# PDCA scio Risk Assessment for reopening the Pathhead Village Hall April 2021

		All clothes, e.g. coats etc kept with participants and not left unattended. All participants must not wash in the toilets - expect hand washing	
Transmission due to exercise activities	Transmission through shared equipment	All participants must bring and take away their own equipment All participants should bring own hand sanitizers and equipment wipes Participants must bring and take away their own water bottles - kitchen closed	low
Transmission due to too many people	Others attend to watch, e.g. children	Only participants allowed.	low
Transmission through other items	E.g items sold or exchanged	Care to be taken with any secondary activities, e.g. selling of items, to ensure appropriate social distancing and cleaning carried out. items should not be exchanged without cleaning.	low