

PDCA scio Risk Assessment for reopening the Pathhead Village Hall

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	Proposal and Risk assessment required from all hirers Guidance provided around what is appropriate and when Cautious adoption of re-opening Signs in hall should indicate contact numbers if user, hirers or attendees have issues.	Low The PSSC and PDCA maintain the right to implement closure
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.	Responsibility sits with the organizer. Any breaches may be reported to the police Signs in hall should indicate contact numbers if users, hirers or attendees have issues.	Medium - we expect people to leave the event The PSSC and PDCA maintain the right to implement closure
Uncontrolled or inappropriate use of the Bar leads to infection of others	Too many people turn up or activities become inappropriate	Clear guidance provided around what is appropriate and when Responsibility sits with the PSSC committee Any breaches may be reported to the police Signs in hall should indicate contact numbers if staff or attendees have issues.	Agreement required with PSSC The PSSC and PDCA maintain the right to implement closure

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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</p> <p>Additional cleaning equipment to be provided</p> <p>Users or those hiring to consider /carry out additional pre-event cleaning</p> <p>Hall to carry out enhance cleaning routine</p>	<p>Low</p> <p>If cleaner becomes incapacitated or cannot attend the PSSC and PDCA maintain the right to implement closure</p>

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		<p>Users or those hiring should clean specific equipment before use</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>Users or those hiring to consider /carry out additional pre- and post-event</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p>

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		<p>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>Strict limits on number in the bar.</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p>

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Risk to children	<p>Cleaning chemicals are accessible</p> <p>Doors left open</p>	<p>No children allowed in phase 1</p> <p>No unaccompanied children in phase 2 or 3 or until after 11 August.</p> <p>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.</p> <p>Notices will be placed advising parents of this risks.</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p> <p>The situation with children will be reviewed after the 11th August.</p>
Unexpected Event leads to unsafe behaviours	<p>Fire or incident takes place that means social distancing and other safety issues</p>	<p>Existing fire doors and requirements e.g. ensure fire doors not blocked should allow for swift evacuation in the event of an emergency.</p> <p>Instructions on leaving building require people to move rapidly away from the hall.</p>	<p>Medium</p> <p>Dealing with the incident - e.g. evacuation due to fire - will be more pressing issue than maintaining social distancing.</p> <p>Clear guidance will be posted on actions to take.</p>
Other Health & Safety issues arises as hall closed for a long period	<p>Fire or heating failure cause injury as equipment or facilities no longer safe after long period of closure</p>	<p>Hall has been visited regularly during lockdown</p> <p>Re-Commissioning plan in place - e.g.</p> <ul style="list-style-type: none"> • initial clean proposed • Smoke alarm & CO monitor checked • H&S walk around to be carried out • fire extinguishers/alarms checked • yearly/monthly checks by contractors to be carried out if due. <p>We will have days shut between use to check for issues.</p>	<p>Low</p> <p>The PSSC and PDCA maintain the right to implement closure</p> <p>Heating will not be checked by heating engineer as this was carried out previously. Heating will be switched on and run for an extended period to ensure it is operational. There is a CO monitor and smoke alarms near the boiler.</p>

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