**NORTHWOOD GREEN SOCIAL HALL**

**A Risk Assessment (incorporating a Health and Safety Assessment) covering Social Hall use during the period of government Covid-19 Restrictions**

**Operational from 17 May 2021**

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|  | **Risk** | **Mitigation** |
| 1. | Surfaces might become infected by people carrying the Covid-19 virus | Institute and inform users of a hall cleaning regime and rubbish disposal plan; provide sanitising materials and equipment |
| 2. | A user feels ill on the premises with suspected Covid-19 symptoms | Identify a Designated Safe Area; design and institute a clear protocol for all those involved; ensure the next users do not enter the hall |
| 3. | Committee members and volunteers might feel that they are vulnerable to the virus | Allow vulnerable volunteers to step back from the Committee temporarily |
| 4. | Social distancing requirements might prove confusing to users | Create a clear protocol covering social distancing; circulate it to all users |
| 5. | The Hall might become overcrowded | Set a maximum number of 25 users at any one time; inform all users of the number |
| 6. | Users might congregate in the car park or outside the Hall | Address and discourage this in the Special Conditions of Hire |
| 7. | Pinch-points might prove difficult for social distancing | Identify the pinch points (entrance lobby, toilet lobby, smaller rooms and doorways) and draw the attention of users to them |
| 8. | Upholstered seats, seats with arms, and curtains might prove a health hazard | Clean all upholstered seats; remove seats with arms from use; advise users not to close the curtains during the summer months |
| 9. | Carpets might prove a health hazard | Pass on government advice that exercises while lying on the floor might be a health hazard; insist that such users must use a large mat or rug |
| 10. | Use of the kitchen might prove problematical | Take the kitchen out of use for the time being; encourage users to bring their own light refreshments instead |
| 11. | The toilets and toilet areas might prove a health hazard | Impose a cleaning regime for the toilets and toilet areas; take all toilets out of use apart from the unisex Disabled Toilet. |
| 12. | Further risks might emerge as the use of the Hall resumes | Keep this Risk Assessment under review |

*Social Hall Committee*

*May 2021*