*A close up of a sign

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**General Risk Assessment for Moulton Guide Hall**

Assessment prepared by \_\_Lynsey McIntosh on\_\_25/10/2021 \_\_\_L McIntosh\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)

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| ***Tenancy agreement*** *(if applicable)* | Rental charge will be made for hire in line with hire agreement which outlines the terms and conditions associated with hire and must be read in conjunction with this Risk Assessment. |
| ***Frequency of use*** *Day(s) and hours* | As outlined with the hire agreement and associated Terms and Conditions |

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| **Covid 19** | Risk | **Procedures / precautions** |
| **The following risks have been identified specifically in response to Covid 19. It is incumbent upon the hirer to ensure that the terms and conditions of hire are followed to ensure the safety of all users.**  **It is incumbent upon the hirer to ensure that any additional action necessary which relates specifically to the activity being undertaken are clearly reinforced to those attending the session for which the hire relates.** | * Arrival and departure from Moulton Guide Hall. * High touch points. * Ventilation. * Kitchen facilities. | * To reinforce adherence based on the current government guidelines, of Social Distancing requirements * All users of the hall MUST sanitise hands immediately upon entry to the premises and MUST continue to do so throughout the activity being attended as appropriate. * The hirer is responsible for the locking of the windows and Fire Exit door at the end of the session then exiting through the main door * The hirer MUST ensure that all high touch points; door handles, tables and chairs; are sanitised during/at the end of sessions. Anti-bacterial wipes/spray may be used to support adequate cleaning.   ~door handles (including those within the cloakroom areas) MUST be sanitised at regular intervals throughout the meeting at suitable times based on the volume of contact;  ~tables MUST be sanitised on all areas, including legs at the end of the session prior to stacking.  ~all areas of the racking, including the safety strap MUST be sanitised at the end of the session.  ~chairs MUST be sanitised on all metal areas and fabric areas sprayed and placed back on the storage rack with the blue seat pad facing outwards. No more than 8 chairs per row     * To support ‘open air’ policy in line with Covid 19 all windows MUST be opened immediately upon arrival with windows then being closed by the hirer following the departure of all users. Heating will be on between November and April. Windows can be closed during the event, but the hall must be ventilated before departure. * No more than two people should be in the kitchen at one time. The shutter should be open when the kitchen Is in use and the door open along with the main door to aid ventilation. * Children should not be in the kitchen unaccompanied |
| **Risks assessed associated with the hire of the hall.** | Risk | **Procedures / precautions** |
| Additional risks which relates to the activities being undertaken in response to the purpose of hire must be assessed by the hirer, who remains responsible for the safe delivery of activities for which the hall is being hired in line with the terms and conditions of hire. | * Arrival and departure from the Guide Hall. * Security whilst in the meeting place. * Slips, trips and trapping. * Tables and chairs. * Access and fire emergency. * Electric shock. | * Care to be taken when accessing the car parking area and leaving vehicle in order to make way to the hall. Visitors must be advised to take care due to the vehicular access of other residents to the car parking area. * Whilst the village and location of the hall is deemed to be relatively safe care must be taken to ensure that users all feel safe whilst using the hall. * It is essential that the hirer has access to a mobile phone to allow for emergency services to be called should the need to do so arise. * Care must be taken to ensure that any liquid slippage is mopped up immediately to prevent any slip risk. * Users must be advised by the hirer of the incident to avoid use of area whilst spillage is being addressed. Mop and bucket can be found stored in the Disabled toilet to allow for ease of access. * Hirers are responsible for ensuring that users are instructed to keep access ways clear during activities to prevent any trips and ensure clear access to emergency exits. * All users should be reminded to take care of doors when visiting the toilet to ensure that fingers do not get trapped. * Tables should be stacked on the racking with straps secured following sanitisation. Care must be taken when stacking the rack to ensure that fingers and toes are not trapped. * Chairs, should be closed and placed on the racking as per the instructions visible at the racking unit. * All fire exits must be kept clear at all times. * Hirers must identify appropriate mechanisms to make users aware of the need to exit the building in the event of an emergency. Users MUST be instructed as to the exit points, meeting point and the need for on-going social distancing. A register to ensure exit of all users must be taken. * Regular practices should be undertaken, not less than 6 monthly. * Hirers should ensure that they are familiar with fire equipment located in the meeting place on a regular basis. * In the event that a fire is identified the alarm MUST be raised immediately. Assuming the fire is small it may be appropriate for the hirer or an appointed user to utilise a fire extinguisher to extinguish the fire. This should not be tackled where there are any concerns regarding capability of user. * Hirers must have access to a mobile phone to telephone emergency services. * Care must be made to ensure that electric sockets are not overloaded with single use applicants within each power socket. |

### Location of First Aid Box First aid kit is accessible within the main meeting hall.