



**COVID-19 RISK ASSESSMENT STATEMENT FOR RAINFORD VILLAGE HALL FOR
RAINFORD PARISH COUNCIL BAR STAFF AND GUESTS**

Likelihood/Severity 1 = Low 2 = Medium 3= High

The Likelihood score is multiplied by the Severity score to give an overall score. The higher this is, the greater the need to implement measures to reduce the score.

JULY 2020

Subject	Risk identified	Likelihood	Severity	Management/Control of Risk	Review/Assess/Revise	Importance
1. Travelling to and from work	Contamination to/from the general public Infection spread from the presence of the virus on hard surfaces and transmission of the virus from droplet spread through sneezing, coughing etc	1	3	Bar Staff to avoid using public transport Staff members/Licence Holders to avoid car sharing Bar Staff and Guests to obey face covering/social distancing measures as directed by The Government	This is a fluid document and will change as Government guidance alters. Document to be reviewed on a monthly basis by the Health & Safety committee	3
		1	3	Every shift each member of the Bar Staff must complete a COVID declaration to confirm that they are not currently suffering from any symptoms of COVID 19 (new cough, loss of taste or smell, raised temperature)		3

<p>2. Uniforms and Personal Protective Equipment</p>	<p>Contamination from Bar Staff/Guests through the presence and transmission of the virus from droplet spread through sneezing, coughing etc and virus contained on clothes</p>	<p>1</p> <p>2</p>	<p>3</p> <p>3</p>	<p>Uniforms MUST be washed after every shift PPE to be issued: Face shield with sealable bag Disposable gloves Disposable facemasks 2 shirts/T shirts/Polo shirts +2 aprons Face shields must be cleaned with anti-bacterial wipes during and after each shift, these must be taken home and not shared with any other member of staff. Personal hand sanitiser will be given to each member of staff. Staff members must inform line manager when hand sanitiser is running low so a new one can be issued. Disposable gloves will be available and must be worn when collecting glasses. These must be changed after each collection. Additionally, a disposable face mask to be provided on request. Training to be given in the correct way of hand washing and the importance of this. All Bar staff to sign to say they have read and understood the Risk Assessment document.</p>	<p>This is a fluid document and will change as Government guidance alters. Document to be reviewed on a monthly basis by the Health & Safety committee</p>	<p>3</p>
<p>3. Bar Area</p>	<p>Contamination from Bar Staff/Guests through the presence and transmission of the virus from droplet spread through sneezing, coughing etc and virus contained on clothes</p>	<p>1</p>	<p>3</p>	<p>Entrance to the Bar will only be via the double doors at the front of the building. Exit from the building will only be via the side entrance (disabled access) of the building. Where possible, guests to notify Bar Staff in advance if they will need to use the disabled access to enter the building. Notice near this door to warn guests that those with a disability may need to use the door to access the building. Hand sanitiser stations will be at both entrance and exit points for guests to use PPE will be issued to ALL staff members 2 members of staff will be on duty for each shift. Where possible this will be 2 members of staff who are from the same household. Bar Staff will work on bubbled shifts. ie</p>	<p>This is a fluid document and will change as Government guidance alters. Document to be reviewed on a monthly basis by the Health & Safety committee</p>	<p>3</p>

				<p>the same bar staff members will always work together</p> <p>Only Bar staff over 18 will be given shifts</p> <p>Only one guest from a group can order at the bar.</p> <p>Guests queuing at the bar will be asked to wait in a clearly marked out area until they are called forward to be served.</p> <p>When serving a customer glasses will be held at the bottom and placed directly onto the bar.</p> <p>Only contactless or card payments will be accepted. Card machine to be wiped down with antibacterial wipe after every key entry.</p> <p>All guests must provide their names and contact details on the form provided. These details will be held securely on file for 21 days, to help with the Track and Trace system set out by the Government.</p> <p>Orders to be taken only when the contact sheet has been completed and given to a staff member</p> <p>Guests will be informed that they must contact the Clerk's office if they become ill within 21 days of visiting the Village Hall.</p>		
<p>4. Movement around the building</p>	<p>Contamination to/from Bar Staff/Guests through the presence of the virus on hard surfaces and transmission of the virus from droplet spread through sneezing, coughing etc virus contained on clothes and fabric seats.</p>	1	3	<p>The front door to the building to remain closed.</p> <p>Clear demarcation of the areas of the building that members of the public can access. Guests will not be allowed to go into the Reception Room or through to the entrance hall unless in an emergency, to separate staff members, office users and visitors from bar guests or hall users.</p>	<p>This is a fluid document and will change as Government guidance alters.</p> <p>Document to be reviewed on a monthly basis by the Health & Safety committee</p>	3

<p>5. Seating Areas</p>	<p>Contamination to/from Bar Staff/Guests through the presence of the virus on hard surfaces and transmission of the virus from droplet spread through sneezing, coughing etc virus contained on clothes and fabric seats.</p>	<p>2</p>	<p>3</p>	<p>Capacity within the hall to be significantly reduced to enable distancing of tables and chairs. Main Hall and Bar area to be ventilated as much as possible by opening exterior doors. The gates at the rear of the building to be unlocked but not open to allow access to the fire emergency muster area (car park opposite the Village Hall) Clear guidance to be provided on social distancing and hygiene to guests on arrival, eg. signage, visual aids. This guidance to also be placed on the Rainford Parish Council website and social media pages All guests will be seated at socially distanced tables Guests will be told not to move the furniture NO standing will be allowed Guests seated inside can only be in groups of two households (including support bubble) Guests seated outside can be in a group of, at most, six people from different households. It is against the law to gather in groups of more than 30 people. Written communication of the latest guidelines to be provided to both staff and guests inside and outside the venue. This will set out how to behave at Rainford Village Hall to keep everyone safe. Staff to remind customers to follow social distancing. Customers continually disobeying this request will be asked to leave. Hand sanitiser stations to be available in the main seating areas, along with antibacterial spray and wipes. When guests vacate the venue, staff to clean and sanitise all chairs and tables where they were sitting and the pens provided to complete contact forms</p>	<p>This is a fluid document and will change as Government guidance alters. Document to be reviewed on a monthly basis by the Health & Safety committee</p>	<p>6</p>
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<p>6. Entertainment</p>	<p>Contamination to/from Bar Staff/Guests through the presence of the virus on hard surfaces and transmission of the virus from droplet spread through sneezing, coughing etc virus contained on clothes and fabric seats.</p>	<p>2</p>	<p>3</p>	<p>Live performances are NOT permitted, including drama, comedy and music. Staff to ensure steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting.</p>	<p>This is a fluid document and will change as Government guidance alters. Document to be reviewed on a monthly basis by the Health & Safety committee</p>	<p>6</p>
<p>7. Toilet Facilities</p>	<p>Contamination to/from members of public, staff and office users using the facilities through the presence of virus on hard surfaces, droplet spread through sneezing, coughing etc. direct bodily contact with taps, sinks, toilet etc. Coming into close proximity with another user</p>	<p>2</p>	<p>3</p>	<p>Ideally members of public should not be able to use the toilet facilities. However, this is not practical when the bar is open. If they do, there will be a one in, one out system. ONLY toilets at the bar side of the building will be open for the use of Bar guests. (The toilet with disabled facilities and the one off the kitchen). Provide supplies of:</p> <ul style="list-style-type: none"> ○ Tissues ○ Alcohol based hand rub ○ Liquid soaps at sinks ○ Foot operated pedal bins ○ Instructions on proper hand washing ○ Paper towels ○ Toilets will be regularly cleaned by staff and cleaning sheet timed, dated and signed 	<p>This is a fluid document and will change as Government guidance alters. Document to be reviewed on a monthly basis by the Health & Safety committee</p>	<p>6</p>

<p>8. Procedure if someone becomes unwell with Covid-19 symptoms whilst at Rainford Village Hall</p>	<p>Contamination to/from Staff, Office users and their customers, other visitors to the Village Hall through the presence of the virus on hard surfaces and transmission of the virus from droplet spread through sneezing, coughing etc virus contained on clothes</p>	<p>2</p>	<p>3</p>	<p>The Bar staff member/Guests must be moved into the Reception Room until transport home or to a hospital is available. Tissues and a bowl of warm soapy water for handwashing and paper towels will be provided. Tissues and paper towels will be disposed of into a plastic bag, which is sealed and placed into a secure place for 72 hours. Everyone else in the building must be immediately informed of the situation.</p> <p>Bar staff/Staff/office users to ensure that all other customers/members of the public have left their contact details before being asked to leave the premises. The test track and trace service will then be informed.</p> <p>Those parts of the premises accessed by the person to be closed for 72 hours. A decontamination clean will be carried out in accordance with Government guidelines. Any disposable PPE equipment such as gloves will be disposed of into a sealed plastic bag and secured for 72 hours before being disposed of.</p>	<p>This is a fluid document and will change as Government guidance alters.</p> <p>Document to be reviewed on a monthly basis by the Health & Safety committee</p>	<p>6</p>
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Risk Assessment is a systematic general examination of working practices, conditions and policies that will enable the Parish Council to identify any and all potential inherent risks.

This document has been produced to enable Rainford Parish Council to assess the risks faced by Covid-19 at Rainford Village Hall and satisfy itself that it has taken adequate steps to minimise them. Based on a recorded assessment, the Parish Council will take all practical and necessary steps to reduce or eliminate risks insofar as is practically possible.



Sally Powell, Clerk & RFO July 2020