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| **Hall Users Risk Assessment – Trinity Hall** | | | | | | | | | | | | | |
| **Covid-19 Risk assessment L = Likelihood C = Consequence R = Risk (5x5 matrix)** | | | | | | | **Doc Ref:** TH 01 v1 | **Date:**  04/07/2021 | **Version**1 | **Produced by:**Rob James | | | |
| **Site Address: Holy Trinity Church, Coleman’s Hatch, Hartfield, East Sussex.** | | | | | | | **Exact Location: Trinity Hall & Grounds** | | | | | | |
| **Activity / Process** | **Hazard** | **Risk** | **Those**  **affected** | **Risk** | | | **Controls introduced in order to reduce risk** | | | | **Residual Risk** | | |
| **L** | **C** | **R** |  | | | | L | **C** | **R** |
| Entering  Trinity Hall | * Contracting Covid-19 virus * Infecting others with Covid 19 virus | * Flu like symptoms * Serious cough * High temperature * Hospitalisation * Death | Visitors, Hall Users & helpers  attending the cafe | 3 | 4 | 12 | * Covid-19 related signs and posters to be placed at strategic positions throughout the building. * At entry and exit points, visitors must obey the rules **and ensure they wear a mask before entry.** * Guidelines require people to keep a minimum of 2mtrs apart wherever possible. * Use the hand sanitiser dispensers and thermometers positioned at entry and exit points. * Visitors must use the sanitiser every time they go in or out of the building. * Position “2mtr distance” signs at entry and exit points. * Bakers should pass their cakes to a team member through the kitchen window & not enter the kitchen. * Visitors must enter through the front entrance and exit via the rear exit. * Visitors should not attend unless they have had both doses of Corona virus vaccine. * **Only helpers and visitors who have previously booked are allowed. No others may enter.** | | | | 11 | 4 | 4 |
| Sittin**g** Inside Trinity Hall | * Contracting Covid-19 virus * Infecting others with Covid 19 virus | * Flu like symptoms * Serious cough * High temperature * Hospitalisation * Death | Visitors, Hall Users & helpers  attending the cafe | 4 | 4 | 16 | * All visitors and team members to maintain social distancing guidelines at all times. (Minimum 2mtrs apart) * Visitors should find a seat as soon as possible and must wear a mask until seated. * Hands should be washed frequently with soap or sanitising hand wash. * Keep movement in the hall to a minimum. * Avoid touching any surfaces, in particular, doors, handrails and worktops. * Doors should be left open wherever possible, to avoid being touched. * Windows should be left open wherever possible to allow fresh air to enter and circulate. * A maximum of six people may be seated at one table, with tables 2 metres apart. | | | | 2 | 4 | 8 |
| Sitting in the grounds | * Contracting Covid-19 virus * Infecting others with Covid 19 virus | * Flu like symptoms * Serious cough * High temperature * Hospitalisation * Death | Visitors, Hall Users & helpers  attending the cafe | 2 | 4 | 8 | * All visitors to maintain social distancing guidelines at all times, excepted when seated. * Tables to be a minimum of 2mtrs apart, 3mtrs if possible. * Avoid touching any surfaces, in particular, tables and chairs or handrails. * Hands should be washed frequently with soap or sanitising hand wash. * Catch coughs & sneezes and correctly dispose of tissues followed by hand washing. * **Face masks must be worn at all times, except when seated at a table.** | | | | 1 | 4 | 4 |
| Kitchen/Canteen areas & toilets | * Contracting Covid-19 virus * Infecting others with Covid 19 virus | * Flu like symptoms * Serious cough * High temperature * Hospitalisation * Death | Visitors, Hall Users & helpers  attending the cafe | 2 | 4 | 8 | * Team members must wear masks at all times in the hall and kitchen. * No visitors are allowed in the kitchen at any time. * Hands should be washed frequently with soap or sanitising hand wash. * Keep the surfaces clean and free from contamination using the disinfectant provided. * Be sure plates, cutlery, cups, glasses etc. are thoroughly washed regularly. * Use the sanitiser when you enter and leave the toilets and wipe the surfaces you have touched with the disinfectant and disposable cloths provided. | | | | 1 | 4 | 4 |
| Cleaning to reduce exposure | * Contracting Covid-19 virus | * Flu like symptoms * Serious cough * High temperature * Hospitalisation * Death | Visitors, Hall Users & helpers  attending the cafe | 3 | 4 | 12 | * Use appropriate disinfectant products in line with instructions and dilution rates. * Wear appropriate PPE whilst cleaning i.e. disposable mask and gloves. * Use disposable cloths and double-bag them during disposal and remove from the building. * Wipe down commonly touched surfaces & equipment in shared areas regularly &between visitors. * A deep-clean should be carried out at the end of the event. | | | | 1 | 4 | 4 |
| **If any person should develop flu like symptoms, or suspect they may have contracted the Covid-19 virus, they should inform a team member immediately, leave the premises and go home.** | | | | | | | | | | | | | |
| A Copy of this Risk Assessment must be on show in during the event. | | | | | | | | | | | | | |