


















ID	What is the risk?	Describe the identified risk	How is the risk currently managed	Comments/Concerns	Impact	Likelihood	Score	Actions to mitigate risk	Who	Target date
<b>1.0 Entrance foyer</b>										
1.1 Entrance Door	Multiple touch points	Contact with door and surrounding surfaces	Daily cleaning of entrance hall foyer, and high contact surfaces	Do we need to increase the amount of cleaning?	H	M	 6	Review and agree with Alza		
1.2 Library reopening	Increased footfall	More people using the hall entrance foyer; pinch points	Daily cleaning of entrance hall foyer, and high contact surfaces		L	L	 1			
1.3 Entrance Hall toilets	Cleaning; stocking levels	Toilets being used by the general public requires increased cleaning, checking and availability of hand soap, hand gel;	Toilets currently locked and not available. PO staff use main hall toilets.	Opening the library will increase the need for staff toilets. Opening the hall will remove the availability of the hall toilets for staff.  Increased levels of cleaning required	H	M	 6	Locks to be fitted to the entrance hall toilets.  Keys available for PO and library staff, as well as regular users of the hall.  Toilets should be locked after use		
<b>2.0 Pinch points</b>										
	Entering and leaving the building	Additional footfall increasing the potential of more pinch points	Managed by the users of the hall	Main risk is with the Dance School which is in use during PO open times	H	H	 9	Introduce one way system for entering and leaving the building;  Queueing systems need to be confined to within the main hall  Agree process with the Dance School		

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<b>3.0 Ventilation</b>	Limited ventilation in the main hall	Natural ventilation limited to roof vents, and opening doors	Opening roof vents and doors to the outside of the building	Ventilation for exercise classes;  reliant on window roof vents being open along with the side fire exit, kitchen and bar doors;  Security risks;  Child protection risks	H	H	 9	Increase airflow through forced ventilation;  Reduced class sizes if necessary		
<b>4.0 Furnishings</b>	Tables, chairs and curtains	Virus transmission from the users of the hall	Cleaning by the hall users	Reliant on users cleaning what they have used/touched;  Additional time required for users to be able to clean before and after use	M	M	 4	Agree on cleaning procedures with hall users;  remove or tie back curtains and cover in plastic		
<b>5.0 Small meeting room</b>	Used by Dance School	Room too small with poor ventiation	Currently designated as the Covide-19 first-aid room.	Small meeting room limited use	L	L	 1	Agree with Dance School		
<b>6.0 Kitchen</b>	Use by hall users and PO	Increase use, increases potential for transmission of virus	Cleaning by the hall users	Additional daily cleaning in place	M	M	 4	Agreement with the hall users on correct processes and procedures for cleaning		
<b>7.0 Hall toilets</b>	Occupancy	Limiting the use of the toilets to one person at a time	Signage limiting occupancy of toilets to one person at a time	Envourage hall users to enforce this policy	L	M	 2			

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8.0 Youth Centre	Pinch points with Youth Club using the side passage	Not possible to maintain social distancing with two way traffic on the side passage	Social distancing wherever possible		L	M	 2			

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<b>1.0 Cleaning</b>	Increased use of the hall	Increasing the likelihood of virus transmission from hall users.	Daily cleaning of the entrance foyer, including all high touch surfaces.		L	M	 2	Hall will be cleaned daily. Hall users accept the C19 Special Conditions of hire, which details their cleaning responsibilities.		
<b>2.0 Hand gel stations</b>	Transmission of the virus	Increased volume of footfall increases contact with high touch points; doors, handles, switches; ...	Daily cleaning of the entrance foyer	Hand gel stations at the hall entrance, and exit:  Regular monitoring to make sure that the gel stations are working;  Process for users to alert when there is a problem; provision of an alternative solution until	L	M	 2	Purchase hand gel stations; locate at the entrance to the hall and near the hall toilets / fire exit.  Check gel levels and operation daily when cleaning the hall.	Alza to check and monitor daily.	
<b>3.0 Bins</b>	Emptying	Safe emptying and disposal of the bin contents	Regular emptying of bins.  PPE to be worn.	Advise hall users of their responsibilities in keeping bins emptied.	L	M	 2	Display posters; provide what they need to do; define procedure with hall cleaner.	PB and Alza	
<i>Catch it</i> <i>Bin it</i> <i>Kill it</i>										
<b>4.0 Signs</b>	Clear direction to users of the hall.	Clear direction on government guidance, and hall processes and procedures	Signs positioned around the hall  Activity leader responsible for managing their users.		L	M	 2	Identify and display all relevant signs; provide clear guidance to hall users	PB	

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<b>5.0 Social distancing</b>	Indicate safe social distance to people taking part in the activity	Compliance with social distancing guidance	Person responsible for the activity to ensure safe social distanceing is maintained.	What do we need to do in the hall? What should we allow the users to do as far as marking out in the Hall?	M	M	 4	Check the risk assessment for the specific activity for compliance.	PB	
<b>6.0 Cleaning materials</b>	Availability for users of the hall	Provision of additional cleaning materials for hall users		Availability; HSE	L	L	 1	Provide easy access to additional cleaning materials, and clear guidance on what cleaning is required	PB and Alza	
<b>7.0 Monitoring</b>	Dependency on others	Users of the hall maintaining the required level of cleaning		What processes do we need in place to monitor effective cleaning?	L	M	 2	Check the activity risk assessment for compliance.	PB	