

Needham Market Town Council
Risk Assessment for holding Council meetings at Needham Market Community Centre (v.1 08.07.20)

Suffolk Acre Template for COVID-19 Risk Assessment for hirers of Village and Community Halls
 (All actions are red – based on Government advice and should be considered mandatory)

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. The Council leaves hall or equipment without cleaning.	Council to check with the Community Centre Manager (CSM) when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, doors and toilet handles.	The Council can supply its own equipment/consumables, if and as necessary.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing	Advise Councillors, public and other attenders they must comply with social distancing as far as possible and use one-way system. Adopt layout advised by the CSM. Limit numbers using toilets at once.	No use of a kitchen facility is necessary. Allow people, who may have difficulty, time to use toilets without others present.
Respiratory hygiene	Transmission to other attenders and premises	Catch It, Bin It, Kill It. Encourage Councillors and attenders to avoid touching mouth, eyes, and nose. Provide tissues and ask all to dispose of them into a bin or disposable rubbish bag, then wash or sanitise hands.	Provide tissues and hand sanitiser. Have single use face masks available. CSM to arrange emptying of bins used at end of hire.
Hand cleanliness	Transmission to other attenders and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other attenders and premises	Follow Community Centre instructions. Move person to safe area, obtain contacts, inform CSM	