

Saxmundham Town Council

Re-opening Saxmundham Market Hall.

1. Summary of action taken to mitigate risks.

- Face masks and gloves to be provided for the Caretaker.
- Hand sanitizer to be available at all entrances and exits, and everyone encouraged to use it.
- All surfaces, tables, chairs, WCs, sinks and touch points to be cleaned and sanitised at the start of each booking. We will arrange a clean on a daily basis, but hirers must each satisfy themselves that these items are clean for their booking.
- Sanitizers, wipes, and spray to be available for hirers to use.
- Upper limits for use of the Market Hall to be reduced to ¼ i.e. 25 seated and 50 standing.
- Nobody may enter the Market Hall if they have Covid symptoms or are self-isolating due to symptoms in their household or contacts.
- Anyone experiencing Covid symptoms shortly after using the Market Hall should inform the Town Clerk, so that the Hall can be deep cleaned, and others informed.
- Only one person may use the men's or women's wcs at a time, signage, and safety instructions to be provided.
- Provide signage to encourage safe queuing, entry and exit from the Hall, and open both sets of doors to avoid pinch points.
- The kitchen may not be used by hirers and they may not provide or food or drink, but attendees may bring their own.
- Chairs and tables to be arranged to encourage social distancing
- Use of face masks to be encouraged.
- Continue Zoom facility for Councillors and members of the public who are at high risk, shielding or unwilling to come to a public place.
- Covid Safety sheet for hirers in addition to booking form which will cover many of these points as hirers will be responsible for the safety of their attendees.
- Simple clear messaging about social distancing, the items above and hygiene to be displayed throughout the Hall.
- The Market Hall Trustee may refuse the booking of the Hall for any activity it deems to be too high a risk.
- Inform the insurance company that the risk analysis has been completed and that the Market Hall is re-opening.
- Paper hand towels to be provided and air dryers to be have notices saying, 'do not use'.
- Hirers will be asked to assess the basic steps they will take to keep their activity safe.

PTO for full risk assessment

Covid 19 Risk Assessment dated: 25thth June 2020 – revised 9th July with risk mitigation measures in place.

For: Measures to put in place to re-open the Market Hall.

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Risk rating table

	Low impact 1	Medium impact 2	High impact 3
Low likelihood 1	1	2	3
Medium likelihood 2	2	4	6
High likelihood 3	3	6	9

Scores 1-2: Acceptable, Scores 3-4: Undesirable, Scores 6-9: Catastrophic

If there is more than one case of COVID-19 associated with a workplace, employers should contact their local health protection team to report the suspected outbreak.

[Find your local health protection team.](#)

The health protection team will:

- undertake a risk assessment
- provide public health advice
- where necessary, establish a multi-agency incident management team to manage the outbreak

Risk 1: Spread of Covid 19 through face-to-face contact.

Who may be affected	Steps to taken to mitigate risk	Risk rating	Progress	Risk rating after further action taken
Caretaker	Has own office.	1	In place	
	Any staff with Covid symptoms must immediately inform their employer and will be required to work from home or take time off sick for at least 7 days.	1	In place	
	Any staff who have been in contact with staff displaying Covid symptoms must work from home for 14 days	1	In place	
	Caretaker will observe social distancing when working with other staff, councillors, hirers, contractors, or members of the public.	3 (low likelihood high impact)	In place	

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Who may be affected	Steps to taken to mitigate risk	Risk rating	Progress	Risk rating after further action taken
	Face masks and gloves to be provided for Caretaker	3 (low likelihood high impact)	To be ordered	1
Councillors, staff, and members of the public attending Council Meetings	Chairs and tables to be set out to ensure social distancing. Upper limit of 25 people sitting and 50 people standing to be observed. Use of face masks is encouraged	3 (low likelihood high impact)	To be extended to Hirers	3 (low likelihood high impact)
	We will continue with the Zoom facility for Councillors and members of the public who are at risk, shielding or unwilling to come to a public place	1	In place	
People using the WCS	<p>Only one person may use either the men's or women's WCs at one time. The accessible WC is a single stall.</p> <p>Signage to encourage safe queuing and engaged/vacant signs for entrances to men's and women's wcs</p> <p>Paper hand towels to be provided and air dryers to be have notices saying 'do not use'</p> <p>Hirers to oversee safe use of WCs.</p>	Now in place	<p>Signage and Covid safety list for hirers needed</p> <p>Paper hand towels to be provided. 'Do not use' across for hand dryers</p>	1
People entering the building	<p>Everyone must enter and leave via the front entrance either singly or in self-isolating family groups.</p> <p>Double doors will both be opened so that people can maintain social distancing.</p> <p>If possible, the front double doors should be left open to increase ventilation</p> <p>Queuing stops and signage outside front door</p>	Now in place	Signage and Covid safety sheet for Hirers	1

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Who may be affected	Steps to taken to mitigate risk	Risk rating	Progress	Risk rating after further action taken
IP17 Staff and volunteers	As above for meetings in Market Hall	3 (low likelihood high impact)		
Contractors	Required to provide risk assessment and method statement demonstrating safe working and social distancing	3 (low likelihood high impact)		
Hirers and attendees	<p>Covid safety sheet needed for Hirers to include:</p> <p>Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.</p> <p>Must adhere to any upper limits set for numbers, 25 seated and 50 standing.</p> <p>Must only allow one person to use either the men's or women's WCs at any one time and must oversee any queuing.</p> <p>If possible, encourage attendees to sit side by side rather than face to face – two seats between.</p> <p>Hirers will be asked to assess the basic steps they will take to keep their activity safe.</p>	Now in place	Covid safety sheet to be developed for Hirers	3 (low likelihood, high impact)
Everyone	Simple clear messaging/signage about how to use the building and maintain hygiene standards. All staff must be prepared to model, direct, and encourage social distancing and hygiene Catch it, bin it, kill it posters to be displayed	Now in place	Learning about what works and what doesn't work to continue	1

Risk 2: Spread of Covid 19 through contact with infected surfaces.

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Who may be affected	Steps taken to mitigate risk	Risk rating	Progress	Risk rating after further action taken
Everyone using the Hall	<p>Everyone must use hand sanitizer when entering and leaving the building.</p> <p>Hand sanitizer to be installed at all entrances/exits</p>	Now in place	On order	3 (low likelihood, high impact)
	<ul style="list-style-type: none"> • All surfaces, tables, chairs, WCs and sinks and touch points will be cleaned and sanitised before and after the Hall is used. We will arrange a clean on a daily basis, but hirers must each satisfy themselves that these items are clean for their booking. <p>Hand sanitizer, sprays, and wipes to be available to all users of the Hall.</p> <p>Hirers Covid safety sheet to include instructions regarding hygiene and surfaces.</p>	Now in place	To be ordered	3 (low likelihood, high impact)
	<p>Kitchen remains closed to hirers as it is being used by IP17.</p> <p>Food and drink may not be served in the Hall, although attendees may bring their own</p>	1	Hirers still to be informed of this	