

Samundham Town Council

Saxmundham Market Hall.

Summary of action taken to prior to re-opening to the public from 17th May 2021 and for Council meetings from the first week of May

- Catch it, bin it, kill it posters, social distancing posters, please use the hand gel posters, QR code and covid safe cert to be displayed. - done
- Signage for single use of WCs and queuing stops outside the main doors to be re-displayed – done
- Covid hire agreement to be reviewed - done
- Sanitizers, sprays , wipes, toilet rolls, paper towels and any other cleaning materials needed to be ordered - done
- Cleaning schedule to resume - done
- PHS sanitary disposal and hand sanitizer refill contracts to resume – chasing them - TBC
- Fire risk assessment to be reviewed – awaiting report from morgan fire
- Fire drill and evac plan to be tested by staff. - done
- Emergency lighting and fire alarm to be tested (fire equipment was tested in Feb 2021) – scheduling in
- All the usual Health and Safety checks to resume. - done
- Legionella lab testing is due and will be carried out. - underway
- Upper limit of 25 people recommended – to be agreed? - done
- Kitchen to remain off limits. - done

PTO for full risk assessment

Covid 19 Risk Assessment dated: **Agreed 25th June 2020**
Revised 9th July with risk mitigation measures in place and reviewed monthly.
Reviewed April 2021 in preparation for re-opening to the public after 17th May 2021

Last reviewed 4th May 2021

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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 – spread via aerosols.

Who may be affected	Steps to taken to mitigate risk	Risk rating	Progress	Risk rating after further action taken if different
Everyone using the Hall	No-one with Covid symptoms or who has been asked to self-isolate may enter the Hall		On going	
	Everyone must observe social distancing (2m) when using the Hall		On going	
	Face masks are to be worn when entering, leaving, or moving within the Hall		On going	1
	Those using the Hall must ensure that it is ventilated by opening doors and windows weather permitting		On going	

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Who may be affected	Steps to taken to mitigate risk	Risk rating	Progress	Risk rating after further action taken if different
	Anyone using the Hall must follow any additional Guidance for their group or activity. The town council cannot advise all groups.		Included in the covid hire agreement.	
	Those using the Hall must follow government guidance regarding maximum capacity. This will not be above 25 people (25% usual seated capacity) for the foreseeable future.		Ongoing	
	Catch it, bin it, kill it posters, social distancing posters, please use the hand gel posters and covid safe certificate		safety posters to displayed - done	
	Everyone using the Hall must be recorded on an attendance list and/ or scan the QR code. Attendance lists must be kept for 21 days.		QR code posters to be put back in the Hall - done	
Councillors, staff, and members of the public attending Council Meetings	<p>Chairs and tables to be set out to ensure social distancing.</p> <p>Place may be set side by side if the table is large enough, but people should not face each other across a table.</p> <p>Any chairs for the public must be set at two-meter intervals although household bubbles may sit together.</p> <p>Upper limit of 25 people sitting to be observed.</p>		Ongoing	
	<p>Meetings must be kept as short as possible and only held when strictly necessary.</p> <p>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.</p>		Ongoing	

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Who may be affected	Steps to taken to mitigate risk	Risk rating	Progress	Risk rating after further action taken if different
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 (fuses have been removed from hand dryers)</p> <p>Hirers must oversee safe use of WCs.</p>		Signage for WCs to be put back - done	
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>		Queuing stops to be put outside the front doors - done	
Contractors	Required to provide risk assessment and method statement demonstrating covid-safe working and social distancing .		Ongoing	
Hirers and attendees	All hirers must sign the covid hire agreement to confirm they have understood and will comply with the covid safety arrangements.		Covid hire agreement to be reviewed - done	

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 if different
Everyone	<p>Everyone must use hand sanitizer when entering and leaving the building.</p> <p>Hand sanitizers are available at entrances, exits and on any tables set out.</p>		Sanitizers, sprays , wipes and paper towels to be ordered - done	
	<p>The Hall is deep cleaned on a weekly basis but we cannot clean between hires.</p> <p>Hirers will be informed of their responsibility to ensure that touch points are cleaned before and after use in the covid hire agreement.</p>		Sanitizers, sprays , wipes and paper towels to be ordered - done	
	<p>Kitchen remains closed to hirers as it is being refurbished</p> <p>For the present food and drink may not be served in the Hall, although attendees may bring their own</p>		This is included the covid hire agreement.- done	
Other steps to be taken	General safety		<p>Fire risk assessment to be reviewed – awaiting report</p> <p>Fire drill and evac plan to be tested by staff - done</p> <p>All the usual Health and safety checks to resume - done</p> <p>Legionella lab testing is due and will be carried out – testing underway</p>	