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| Organisation: | Helston Town Council | Date: | December 2020 | Location: | The Guildhall, Helston |
| Activity: | Hire of Guildhall for markets, meetings and events (Covid19 Pandemic) | | | | |

| (1) Hazards Identified | (2) Persons at Risk | (3) Current Risk Factor (high, medium or low) | (4) Actions to be Taken to Minimise each Risk | (5) New Risk Factor (high, medium or low) |
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| Increased Risk of Infection - Touching potentially contaminated surfaces | Event organisers & attendees/ staff | Medium | <p>Existing cleaning specification still in place and thorough clean prior to each booking. Surface cleanser made available to event organisers to allow additional wipe down of all touch points at the start and finish of their event and at periodic intervals during the day.</p> <p>Hand Sanitiser Gel available for use by event organisers, event attendees and staff</p> <p>Notices to be displayed advising anyone who has symptoms or has been in contact with anyone who has symptoms to not enter the building, return home and self-isolate in accordance with government guidelines.</p> <p>Notices also to be displayed reminding people to 'Catch It, Bin It, Kill It'.</p> <p>The kitchen not to be used for the preparation or serving of food to allow use for handwashing by events organisers</p> | Low |
| | Staff | High | <p>Staff carrying out any cleaning wear appropriate PPE (disposable gloves, face covering and apron). PPE to be disposed of appropriately.</p> <p>Staff to follow handwashing procedures once PPE removed and to sanitise hands prior to and following cleaning of the facilities.</p> | Low |

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| <p>Increased Risk of Infection - Social Distancing</p> | <p>Event organisers & attendees/ staff</p> | <p>Medium</p> | <p>2m floor markings to be installed in ground floor hallway. Signage to be displayed to remind public of importance of social distancing.</p> <p>Notices to be displayed advising anyone who has symptoms or has been in contact with anyone who has symptoms to not enter the building, return home and self-isolate in accordance with government guidelines.</p> <p>Event organisers to risk assess their event to determine what measures they need to put in place to comply with social distancing guidelines.</p> <p>Events be limited to a maximum of 6 people including event organisers at any one time but this number to be reviewed by event organisers in their risk assessment and potentially be reduced dependent on their room layout or type of event.</p> <p>Masks to be worn by staff/ event organisers and attendees whilst in the Guildhall hallways. Masks to be worn at all events open to the public and to events where attendees unable to maintain 2m social distance.</p> <p>Entrance to events to be segregated from entrance to Guildhall Office. A one out one in policy be operated in the Guildhall hallway with a queuing system implemented outside the building. Queue to be located to remain socially distant from pedestrians and sufficient distance from Guildhall to allow safe entry/ exit.</p> <p>No refreshment to be prepared/ served on premises. All food being sold to be pre-packaged for consumption off site.</p> <p>When required in accordance with Government guidance the event organiser to obtain test and trace contact information for all attendees and event staff. This data is to be retained for 21 days after which time it is to be destroyed securely.</p> | <p>Low</p> |
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