



**Rickmansworth Waterways Trust**  
**COVID-19 Risk Assessment – Education**  
**Centre and Hall Hire**

**Document Number R08**

**Date Reviewed and Approved – Jan 2024**



Rickmansworth Waterways Trust  
COVID-19 Risk Assessment – Education Centre and Hall Hire



Updated in line with Current Covid - 19 guidance issued 12<sup>th</sup> April 2021.

## **Introduction to Risk Assessment**

Mitigations planned are designed to provide a safe working environment for volunteers and visitors whose general health and wellbeing means they fall into the moderate or lower risk groups.

No.	Hazard	Who / What is at Risk? Consequence	Risk Identified	Principles of Mitigation	Action required
1	COVID-19 virus	Staff, Volunteers and users of the Hall	<ul style="list-style-type: none"> <li>a) Surfaces infected by people carrying the virus.</li> <li>b) Rubbish containing tissues and cleaning cloths.</li> <li>c) Cleaning of premises if someone falls ill with CV-19 on the premises</li> </ul>	<ul style="list-style-type: none"> <li>a) Stay at Home guidance if unwell sign at entrance and in Main Hall</li> <li>b) Staff/Volunteers to be provided with gloves and masks and to be advised to wash all outer clothing after cleaning duties</li> <li>c) Trustees to be informed if deep clean required.</li> <li>d) Special Conditions of hire require cleaning of surfaces and disposal of rubbish</li> <li>e) Use of disinfectant fogger prior to any Hall hire.</li> </ul>	Risk mitigated to meet guidelines
2	COVID-19 virus	Staff, Volunteers and users of the Hall	<ul style="list-style-type: none"> <li>a) Volunteers over 70 years old or who are vulnerable</li> <li>b) Staff, Volunteers or users of the Hall being exposed to someone who has fallen ill.</li> </ul>	<ul style="list-style-type: none"> <li>a) Volunteers who are shielding or who are considered to be in a risk category should not be permitted to attend.</li> <li>b) Hirers of the Hall to be asked to contact General Manager if any of their attendees gets ill</li> <li>c) Contact details of hirer and their attendees kept for 3 weeks.</li> </ul>	Risk mitigated to meet guidelines
3	COVID-19 virus	Entrance steps, ramp and exterior areas	<ul style="list-style-type: none"> <li>a) Social distancing is not observed by people congregating outside.</li> <li>b) Visitors drop tissues / masks on floor</li> </ul>	<ul style="list-style-type: none"> <li>a) Hirer of Hall to ensure those attending abide by social distancing principles on 2 metre or 1 metre 'plus' if 2 metres is not possible both inside and outside the hall.</li> <li>b) Special Conditions of hire require cleaning of surfaces and disposal of rubbish</li> </ul>	Risk mitigated to meet guidelines

No.	Hazard	Who / What is at Risk? Consequence	Risk Identified	Principles of Mitigation	Action required
4	COVID-19 virus	Entrance hall & lobby.	<ul style="list-style-type: none"> <li>a) Possible pinch points in busy area around toilet entrance.</li> <li>b) Door handles in frequent use.</li> <li>c) Display cabinets</li> </ul>	<ul style="list-style-type: none"> <li>a) Keep your distance sign on toilet door</li> <li>b) Regular cleaning with disinfectant spray.</li> <li>c) Wiped down after each hire</li> <li>d) Middle cubicle in toilet area blocked off</li> <li>e) Special Conditions of hire require cleaning of surfaces and disposal of rubbish</li> <li>f) Fogger to be used prior to any hire.</li> </ul>	Risk mitigated to meet guidelines
5	COVID-19 virus	Main Hall	<ul style="list-style-type: none"> <li>a) Tables, chairs, door handles.</li> <li>b) AV and window remote controls</li> <li>c) Vertical blind pulls</li> </ul>	<ul style="list-style-type: none"> <li>a) Special Conditions of hire require cleaning of surfaces and disposal of rubbish</li> <li>b) Fogger to be used prior to any hire.</li> </ul>	Risk mitigated to meet guidelines.
6	COVID-19 virus	Kitchenette	<ul style="list-style-type: none"> <li>a) Possible pinch point</li> <li>b) Light switches, kettles, fridge, microwave, toasters</li> <li>c) Crockery, Cutlery</li> </ul>	<ul style="list-style-type: none"> <li>a) Maximum of two persons only allowed in the kitchenette</li> <li>b) To be regularly cleaned by hirers and staff / volunteers using spray, wipes as required.</li> <li>c) All crockery / cutlery to be washed and dried and put away before vacating premises.</li> <li>d) Fogger to be used prior to any hire.</li> </ul>	Risk mitigated to meet guidelines.

No.	Hazard	Who / What is at Risk? Consequence	Risk Identified	Principles of Mitigation	Action required
7	COVID-19 virus	Rickmansworth Waterways Trust	a) Risk Assessment and Special Conditions of Hire being out of date	a) The RA and SC of Hire will be updated and dated as such as and when new guidelines are implemented. b) Hirers will be notified of any new conditions as and when guidelines are updated.	General Manager to updated RA & SC of Hire and report to Chair of Trustees
8	COVID -19 virus	Staff, Volunteers and users of the Hall	a) Social Distancing with those using the Hall	a) When hall is hired, the office door will be closed and those working in the office will enter/exit via the outside door. b) Ventilation is provided via the separate door. c) When interaction with the hirers of the hall is required, a face covering will be worn.	Risk mitigated to meet guidelines.

**Note: The above plan, amended and adapted as necessary, will act as a starting point for action should another serious infection outbreak occur in future years.**