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| Risk Assessment Form - COVID-19 | | | | | |
| **Activity: Use of village hall** | | **Assessment Date:**  **26/05/2020** | **Committee Review Date:** | | |
| **Hazard and Risk** | **People at risk** | **Our Controls Measures** | | **Risk Level** | **Severity Level** |
| Possible risk of transmission of disease via contact with surfaces or waste not disposed of correctly | Workers, volunteers, contractors, visitors to the hall and users of the hall. | - hand sanitiser station by the entry/exit points of the building   * signage outside the building asking users/visitors not to enter the building if showing Covid-19 symptoms * toilets to be provided with running water, soap, antiviral wipes, paper towels and waste bins, and hand driers to be taped over * signs to encourage respiratory hygiene (catch it, bin it, kill it). Provide tissues and disposable rubbish bags in Rectory Lane Room * signage encouraging everyone to increase awareness of good hand washing techniques and hygiene * regular cleaning of frequently touched surfaces including door handles, hand rails, table tops, chair backs, light switches, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used. * increase time between bookings to half an hour to allow time for cleaning and to avoid different groups coming into contact with each other * waste bins to be emptied daily and check outdoor for rubbish to be removed such as tissues. * The first aid kit will not be available for use. Hirers are asked to bring their own. | | **M** | **M** |
| Track tracing people who have been exposed to Covid-19 | Workers, volunteers, contractors, visitors to the hall and users of the hall. | * ask hall users to retain contact details of all class attendees for at least one month who access the building. This will help public health authorities trace people who have been exposed to Covid-19. * If anyone who has accessed the building who has been told to self isolate as a suspected Covid-19 case they should inform the hall staff and monitor themselves for 14 days. If they start to feel unwell they should stay at home and contact the relevant public health authority. * Close the hall until it has been deep cleaned if someone becomes unwell while at the hall, or develops symptoms within 7 days of visiting the hall. * Door between hall and Rectory Lane Room and door to Ladies Toilets to be kept open to reduce contact with door handles. | | **L** | **M** |
| Possible risk of contamination not following social distancing, or due to overcrowding | Workers, volunteers, contractors, visitors to the hall and users of the hall. | * encourage social distancing of at least 2 metres. Provide signage to remind people of this and provide 2m markings as a guide, where possible, without damage to floors * impose a maximum number of attendees at classes/events to make social distancing easier * designate one door for entry to the hall and another for exit and provide signage to ensure hall users are aware of this * minimise the number of people allowed in the kitchen/toilets at any one time * ask hirers to inform their class attendees to practice social distancing while waiting to enter the hall. Do not enter hall until previous classes have left- there will be a gap between classes. * Only the main hall will be available for hire and only one hirer at any one time. * keep the building well ventilated by opening windows when the weather allows. * Hirers to ask their class attendees to arrive in their sports kit (if applicable) and change at home. | | **H** | **M** |
| Toilets | Workers, volunteers, contractors, visitors to the hall and users of the hall. | * provide hand washing facilities and ensure soap/paper towels are regularly replenished * clean regularly: including taps, door handles, sinks and toilet areas * consider a vacant/engaged sign at the entrance of the toilets to ensure social distancing can be maintained in the toilets * provide wipes for users to clean down door handles and signage to ensure wipes are not disposed of in the toilet * ensure toilet areas are thoroughly cleaned at the end of each day by the cleaner (if the hall has been used) | | **M** | **M** |
| Kitchen-initially kitchen will be closed to users | Workers, volunteers, contractors, visitors to the hall and users of the hall. | * only 1 person at a time allowed in the kitchen area * provide wipes to regularly clean high touch point areas such as kettles, taps and surfaces. Provide adequate washing up liquid, sponges, cloths and paper towels. * do not allow food preparation to minimise risk of contamination on cutlery and crockery * ensure kitchen area is thoroughly cleaned at the end of each day by the cleaner | | **L** | **M** |
| Cleaning | Cleaner | * provide adequate PPE including gloves, apron and masks to be used by the cleaner * provide means of PPE disposal which can be normal domestic waste or if they have been in close contact with someone with Covid-19 symptoms in which case it needs to be double-bagged, marked and stored for 72 hours before disposal * ensure we have a ‘reserve’ cleaner in case our regular cleaner becomes unwell with Covid-19 symptoms or if he needs to self isolate due to close contact with a Covid-19 case. * Cleaner to sign daily cleaning checklist | | **M** | **M** |
| Chairs/ tables/ water cooler | Workers, volunteers, contractors, visitors to the hall and users of the hall. | * Water cooler will not be in use. To be taped over with a sign. * Pack away chairs and tables until COVID under control * Some chairs will be needed for some classes (for example for elderly/disabled users) - still to ascertain how to clean these. | | **L** | **M** |
| Maintenance diary and accident/ incident book and hall handbook | Workers, volunteers, contractors, visitors to the hall and users of the hall. | * Report all accidents/incidents and maintenance problems by email / text. (remove maintenance diary and accident/book) | | **N/A** | **N/A** |