

## Hawkesbury Village Hall

### Risk Assessment – Covid 19 – from 19<sup>th</sup> July 2021

**All Hall users are themselves expected to consider how they will ensure their hire does not breach covid regulations and guidance, and minimises the risk to all users and the wider community.**

Risk	Risk Score	Measures to Address Risk	Responsibility / when / check when done
Implementation of Social Distancing	3 x 3 = 9 <b>HIGH</b>	<ul style="list-style-type: none"> <li>• Hirers to consider the degree of social distancing required, and how they will facilitate this - This may include restricting the number of people who use the toilets at any one time, and considering the layout of furniture.</li> </ul>	<ul style="list-style-type: none"> <li>• Hirers</li> </ul>
Spread of the virus at the Hall by Hall Users	3 x 3 = 9 <b>HIGH</b>	<ul style="list-style-type: none"> <li>• Hirers may choose to complete a Risk Assessment which considers the particular activities taking place and the need to protect individuals. A cautious approach is encouraged, particularly where users are more vulnerable.</li> <li>• Hirers will be asked to make sure that everyone likely to attend their activity or event understands that they <b>MUST NOT DO SO</b> if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they <b>MUST</b> use the Test, Track and Trace system to alert others with whom they have been in contact.</li> <li>• We will record contact details of the Hirer. We will require them to retain contact details for all individuals who used the Hall as part of their hire. Hirers should ask individuals to use the QR code.</li> <li>• Users will be asked to use hand sanitiser.</li> <li>• Users will be requested to ensure the Hall is well ventilated throughout its use.</li> <li>• Hirers will be asked to consider the need for people using the Hall to wear a face covering: wearing a face covering will reduce risks to others in spaces where social distancing isn't possible and where people will come into contact with people they do not normally meet. This is most relevant for short periods indoors in crowded areas. Use of face coverings is therefore</li> </ul>	<ul style="list-style-type: none"> <li>• KB / FS / BC</li> </ul>

		recommended in the toilets, the kitchen, in corridors and at busier events.	
Spread of virus at the Hall by Hall Committee members, contractors and staff.	2 x 3 = 6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Committee members will observe social distancing during any maintenance activities.</li> <li>• Hand sanitiser to be used on entry.</li> </ul>	<ul style="list-style-type: none"> <li>• FS to communicate these requirements to Committee Members.</li> </ul>
Spread of virus by users of the Recreation Field and Playpark	1 x 2 = 2 <b>LOW</b>	<ul style="list-style-type: none"> <li>• Hand sanitiser will continue to be provided in external locations for park users.</li> </ul>	<ul style="list-style-type: none"> <li>• Measures will be introduced once guidance is available.</li> </ul>
Potential contamination of buildings/equipment inside the Hall	3 x 3 = 9 <b>HIGH</b>	<ul style="list-style-type: none"> <li>• The Hall will be cleaned daily. This cleaning programme will be reviewed as more users start to access the Hall.</li> <li>• All Hall users will be asked to wash and / or sanitise hands on entry to the building and regularly during their use of the Hall.</li> <li>• Hall users will be required to undertake a thorough clean of the Hall at the end of their session. This will include: <ul style="list-style-type: none"> <li>○ Sanitising all surfaces in the main hall, foyer and kitchen.</li> <li>○ Sanitising all tables, chairs, lids of rubbish bins and other equipment used during the session.</li> <li>○ Sanitising the toilet areas – including toilet seats, toilet flush handles, toilet roll dispensers, soap dispensers, taps and sinks.</li> <li>○ Sanitising all door handles, locks and “push panels” on doors.</li> <li>○ Hall floor to be swept and any spillages mopped</li> </ul> </li> <li>• Cleaning equipment will be provided for Users.</li> <li>• Cleaning requirements will be explained to cleaning contractor / staff.</li> </ul>	<ul style="list-style-type: none"> <li>• KB to liaise with Cleaning Contractor / Staff</li> <li>• FS / JS to communicate these requirements to Hall Users.</li> </ul>
Hall User displays Covid 19 symptoms while using the building	2 x 3 = 6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Arrangements will be made by the Hirer for the person to return home as soon as possible. In the event that the person has to be collected by a parent or other adult, the person will be made comfortable and isolated in the foyer area (or kitchen recess area for Preschool pupils).</li> <li>• All Hall users will be asked to immediately inform info@village-hall.org of a suspected or confirmed case in someone who has used the Hall.</li> <li>• Hall Committee will inform the Hall Cleaning Contractor / Staff immediately.</li> <li>• Area(s) used by the person will be cleaned with appropriate PPE.</li> </ul>	<ul style="list-style-type: none"> <li>• FS / JS to communicate to Hall Users</li> </ul>

Risks are assessed on a Frequency x severity rating where:

Frequency:

3	Daily
2	Weekly to monthly
1	Quarterly to yearly

Severity:

3	Risk of death
2	Risk of serious harm to health /serious injury
1	Risk of mild harm to health / serious injury

Risks will be rated according to their score:

6 or greater = HIGH

3 or greater = MEDIUM

Less than 3 = LOW