

Etal Village Hall Covid 19 Risk Assessment. August 2020.

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Insert Date completed and any notes.
<p>Inside hall</p> <p>Contractors/cleaners hirers and volunteers</p>	<p>Someone falls ill with CV-19 on the premises.</p> <p>Cleaning of surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning of premises if someone falls ill with CV-19 on the premises.</p>	<p>Volunteers & hirers given access to protective aprons masks and gloves in case of emergency. See additional info with Covid 19 first aid kit and isolation area provided in computer room. People are advised to wash outer clothes after carrying out emergency first aid/cleaning duties.</p> <p>Posters with stay at home guidance if unwell displayed at entrance and in Main Hall.</p> <p>Deep cleaning of premises to be carried out by professional cleaners ONLY using their own PPE.</p>	<p>Date: 31.8.20</p> <p>Please note: Detailed instructions provided with Covid-19 first aid kit about how to deal with a sick person and how to safely dispose of potentially hazardous waste.</p> <p>More new bins provided throughout building. To be emptied regularly.</p>

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<p>Entrance hall/lobby/corridors</p> <p>Hirers and volunteers</p>	<p>Possible "pinch points" and busy areas where social distancing can not easily be observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Floor marked in entrance area to indicate one-way system in and out of main hall. Clear signage provided throughout.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall management.</p> <p>Hirers asked to encourage mask wearing by users.</p>	<p>Date: 31.8.20</p> <p>Please note: External fire door in small meeting room can be used as exit from events if necessary.</p>
<p>Main Hall</p> <p>Contractors/cleaners hirers and volunteers</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment. Window blinds.</p>	<p>All listed areas to be cleaned by hall cleaning staff before use and by hirers during and after use.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Users to be encouraged to wash hands regularly. Posters displayed in all areas with clear hygiene advice.</p>	<p>Date: 31.8.20</p> <p>Please note: Cleaning materials and hand sanitiser to be made easily available.</p>

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Upholstered seating Contractors/cleaners hirers and volunteers	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning could damage fabric.	<p>After use chairs must be sprayed with Dettol spray provided and left out unstacked in main hall.</p> <p>The hall will ideally be left unused for 72 hours between any hires.</p>	Date: 31.8.20
Small meeting rooms and offices Contractors/cleaners hirers and volunteers	Social distancing more difficult in smaller areas Door and window handles, light switches Tables, chair backs and arms.	<p>Prioritise use of main hall and avoid use of small rooms. Only one group or event at a time will be allowed in the hall. Surfaces and equipment to be cleaned by hall cleaner before use and by hirers during/after.</p>	Date: 31.8.20

