

Risk Assessment

Risk Assessment for: [*Name of session held at Shortlanesend Village Hall*]

Reason for Risk Assessment: To make sure people know what they need to do to maintain safety (user groups and their clients) to reduce the spread of Covid-19.

Venue: Shortlanesend Village Hall

Carried out by:

Date of Assessment:

Version: 1

Please note: *This risk assessment was carried out in line with Government and Public Health guidance that was available to date and may require further update if guidance were to change.*

Hazard	Risk H M L	Persons at Risk & Potential Risks	Control Measures	Comments / Action	Residual Risk Rating H M L
Spreading Covid-19	M	<ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant people, those with existing / underlying health conditions • Anyone else who physically comes in contact with the hall. 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place and advised to all clients. – signage on hand washing available at all handwash areas. <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Drying of hands with disposable paper towels advised to users and notices in bathrooms / kitchen. • Make gel sanitisers available in any area where washing facilities not readily available. • Internal doors to access areas of use during the session to be kept open (if possible) to limit the amount of people required to touch areas in the centre to open and close doors. • Clients attending the centre advised to refrain from touching things where practicable. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaning contractor to carry out full clean of the centre each morning before hiring takes place. This will include disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, entrance area and door, using appropriate cleaning products and methods. 	<p>Ensure internal doors are open in advance of clients arriving. Consider propping open front doors to centre as these swing shut by themselves.</p> <p>Ask all who attend the centre to hand sanitise on arrival.</p> <p>Do not allow general public who are not attending your session to access toilets.</p> <p>Bring hand sanitisers for sessions and put in areas clients will be present e.g. the main hall (or other area where sinks are not available). <i>(There will be a wall mounted hand sanitising station in the entrance, pending</i></p>	<p>All High Risk</p> <p>H</p> <p>H</p>

			<ul style="list-style-type: none"> Hirers to bring own disinfectant products to complete a 'before and after session wipe down' of high use areas. This is to be kept out of reach of children and stored safely. <p>Social Distancing</p> <ul style="list-style-type: none"> Signage to identify 2-meter distancing is in place on the floors of the main hall. The amount of attendees (people in the centre) will comply with the 2-metre (6.5 foot) gap recommended by the Government Guidance (or other if guidance is to change). Latest guidance can be found here; https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing Hirer to reiterate 2m distancing in advance of the session and if several people arrive at once for the session they are directed to queue to enter (socially distanced) to allow time for hand sanitising on entry. Any activity set up to be laid out in line with social distancing guidance and staggered entry and exit to the session advised. Hirers clients advised to bring their own pens / matts/ or other equipment where appropriate. (Including hand gel) 	<p><i>delivery)</i></p> <p>Bring small 'cleaning kit' for use at the centre before and after session on high use areas / equipment such as handles / matts etc.</p> <p>Give guidance to clients on how to enter / exit to ensure social distancing (staggered where possible). Ensure clients are adhering to social distancing measures during session.</p> <p>Registers taken to note people in attendance at the centre will include a form of contact to reach them in the event this is required (e.g. track and trace if they have come into contact with</p>	
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			<p><u>Symptoms of Covid-19</u></p> <p>If anyone is unwell with a new continuous cough or a high temperature they will be asked not to attend the Hall and to report their symptoms to the NHS Track & Trace https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the Clerk to the Council will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>someone who has symptoms of Covid-10). Registers may be inspected by VXCC management to ensure government guidelines are being followed with regards to numbers of people in the centre at one time.</p> <p>Make copy of this risk assessment available to clients. Ideally emailed but paper copies if not.</p>	
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			If this occurs, Hirers of the centre will be contacted and notified so they can contact their clients where necessary.		
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It is the responsibility of the hirer of Shortlanesend Village Hall to complete this risk assessment (or similar) and add relevant points that are specific to the classes that take place at the Hall during their period of hire. It is also the hirers responsibility to share the details and outcomes of this risk assessment with their clients and the Clerk to the Council. If this does not occur in advance of your session restarting, hirers may be asked to suspend hire to ensure the Hall remains Covid-19 safe at all times. Hirers may also be suspended from hiring if they are found to be going against the most up to date government guidelines on the number of people allowed to meet indoors / outdoors.

The Clerk to the Council may carry out ad hoc spot checks of sessions or request a visual inspection of a register. This is to ensure hirers are operating in a Covid-19 safe way to not only reassure the local community that we are doing everything we can but also to allow all hirers to feel confident that everyone is doing their bit to keep the building Covid-19 safe.

Signed:	Copies passed to: Copy made available via website and spare paper copies available for hirers from Kenwyn Parish Council.
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