



COVID 19 RISK ASSESSMENT (AS OF JUNE 2021)

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Date completed
<p>Volunteers or contractors (including contractors that will be present at events) might cause transmission of the virus or be exposed to the virus</p>	<p>Volunteers enter the hall during the week either to show potential hirers around or to attend to repairs/breakages etc in and around the exterior of the hall.</p> <p>Contractors attend the hall to service and repair equipment etc.</p> <p>Cleaners attend the hall to deep clean twice a week.</p>	<p>Volunteers will not show round hirers if unwell/experiencing symptoms of covid 19.</p> <p>Contractors will be asked by committee members and by hirers not to attend if unwell/experiencing symptoms of covid 19.</p> <p>Masks will be worn inside the hall at all times unless all doors are fully open and the hall is ventilated.</p> <p>Contractors attending to matters within the hall will be required to wear masks and sanitise etc before entering the hall.</p> <p>Deep cleaning of the hall takes place twice a week.</p> <p>Cleaners have been told times and days when the hall is not in use.</p>	<p>Ongoing</p>

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		<p>There are no soft furnishings within the hall that could play a role in transmitting the virus.</p>	
<p>Hirers and or people using the hall don't sanitise or clean the hall after use</p>	<p>The hall is widely used by exercise providers and other groups such as the Parish Council and Women's Institute plus it is regularly hired for large functions.</p>	<p>Hirers are asked explicitly to thoroughly sanitise and clean all surfaces and floors which have been touched and used. So far – this has been adhered to.</p> <p>Signage at the entrance asks people to sanitise their hands before entering.</p> <p>There is hand sanitiser at the entrance to the hall and in the kitchen for general usage.</p> <p>The hall will undergo deep cleaning if someone falls ill with Covid whilst attending a function or class at the hall.</p> <p>Cleaners attend the hall twice a week and thoroughly clean all surfaces.</p>	<p>Ongoing</p>
<p>That social distancing is not observed as people congregate before entering the hall or during usage of the hall.</p>	<p>The hall is widely used by exercise providers and other groups such as the Parish Council and Women's Institute plus it is regularly hired for large functions.</p>	<p>Social distancing markers have been placed on the ground outside the hall entrance.</p> <p>All hirers have been asked to ensure that social distancing is adhered to where appropriate.</p>	<p>At the start of the pandemic and ongoing</p>
<p>Lack of proper ventilation in the hall leads to transmission of the virus</p>	<p>The hall is widely used by exercise providers and other groups such as the Parish Council and Women's</p>	<p>Hirers to open bi-fold doors and windows during usage of the hall (spot checks confirm that this is being done)</p>	<p>Ongoing</p>

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	Institute plus it is regularly hired for large functions.		
Larger events such as weddings and other functions don't adhere to proper sanitation during and after usage of the hall leading to transmission of the virus.	A number of functions are booked to use the hall over the next few months.	<p>Hirers will be asked to identify any risks or mitigations not identified in this assessment and flag these to Anne Burnett or Antonia Stratford.</p> <p>There is signage at the entrance asking people to sanitise their hands and not to enter if they are experiencing symptoms of Covid 19.</p>	Ongoing
Size of rooms in the hall prevents users of the hall to socially distance in accordance with government guidance.	The hall is widely used by exercise providers and other groups such as the Parish Council and Women's Institute plus it is regularly hired for large functions.	<p>Sizes of rooms and guidance on how to calculate social distancing will be sent to all hirers.</p> <p>Hirers will be asked to confirm event numbers and how they intend to manage social distancing prior to the event taking place.</p>	
Someone becomes unwell with COVID-19-like symptoms while at the hall	Risk of transmission to other hall attendees	<p>Hirer to ask the ill person to isolate in the disabled loo and/or go home as quickly as possible.</p> <p>Hirer to ensure they have the contact details of all attendees and that they have used the hall QR code to enable track and trace.</p>	
Use of toilets increases risk of virus transmission	Toilets are situated in a narrow corridor and are used by multiple hirers and the pre-school.	Hirers have been told to clean the toilets after usage by their attendees.	

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		<p>There is hand soap available in all the toilets and clear signage encouraging people to wash their hands.</p> <p>Hirers will need to ensure that only one person at a time uses the toilets and socially distances as needed at all times.</p>	
<p>Risk of virus transmission in the kitchen through lack of social distancing, surfaces and materials such as dish cloths, tea towels etc</p>	<p>The kitchen can only be accessed through one door and is often used throughout the week by hirers.</p>	<p>Hirers should ensure social distancing measures are adhered to in the kitchen at all times where needed.</p> <p>There is clear signage about hand washing.</p> <p>Hirers will be asked to bring their own dish cloths.</p>	