

Risk Assessment

Description of Work: Risk Assessment for customers of Washington Village Hall using the hall under Covid-19 restrictions

This risk assessment should be carried out by the customer responsible for hiring the hall prior to the first use of the hall under Covid-19 restrictions.

Customers are asked to provide feedback to Rob Gerig (see table below for contact details) of any difficulties they encounter in using the hall and any improvements they would like to propose.

Assessment carried out by:

Date of next review: not applicable

Date assessment was carried out:

What are the hazards?	Risk Identified	What will be done to control the risks?	Who might be harmed and how?	Note
Cleanliness of hall and equipment, especially after other customers	hall and equipment is not clean at start of activity. Group leaves hall and equipment without cleaning.	comply with hall guidance. advise group to minimise touching of surfaces. clean all surfaces before and after group activity e.g. tables, chairs, toilet, door handles, switches etc.	other customers, employees and volunteers of hall	restricted number of equipment provided by hall
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	comply with hall guidance. Advise group they must comply with social distancing and use entry and exit one-way system. Numbers using toilets at any one time limited to one.	other members of the group	kitchens not to be used at any time
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into bin provided by the hall then wash or sanitise hands.	other members of the group	
Hand cleanliness	Transmission to other members of group and premises	comply with hall guidance. Advise group to use hand sanitiser on entering the hall, to wash hands regularly using soap and hall hand dryers or bring paper towels.	other members of the group	bring paper towels for the group if preferred

What are the hazards?	Risk Identified	What will be done to control the risks?	Who might be harmed and how?	Note
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and to hall equipment and surfaces	<p>comply with hall guidance</p> <p>safely move person from the hall to safe location.</p> <p>inform volunteer responsible for regular customers and provide contact details of all members of the group</p>	other customers, employees, volunteers of hall and group members	<p>inform Rob Gerig</p> <p>07909 222 458</p> <p>robgerig@wasahall.co.uk</p>