

Risk Assessment

Description of Work: Risk Assessment of Washington Village Hall open under Covid-19 restrictions

The risk assessment is based on a template published by ACRE

Assessment carried out by: Rob Gerig

Date of next review: not applicable

Date assessment was carried out: 25 June 20

Definitions:

Customer. A person booking the village hall in order to run a particular activity involving the participation of one or more people. The customer is responsible for the behaviour and safety of the participants and for the proper use of the facilities and equipments provided by the village hall.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who might be harmed and how?	Notes
1 all areas of the village hall	<p>risk of contracting Covid-19 because:</p> <ul style="list-style-type: none"> • someone falls ill with Covid-19 on the premises • someone on the premises has Covid-19 without symptoms • surfaces, controls • equipments and furniture contaminated • Covid-19 contaminated waste not disposed of correctly 	<p>employees and volunteers in the vulnerable category are advised not to enter the hall for the time being.</p> <p>customers to decide whether participants over 70 will attend activity</p> <p>customers advised to look for symptoms in participants</p> <p>procedure defined to inform others if someone falls ill with Covid-19 on the premises after visiting the hall</p> <p>social distancing required at all times and notices displayed to that effect. Customer to control social distancing during activity</p> <p>surfaces and equipment to be cleaned by customer before and after each activity</p> <p>increased cleaning and waste disposal by cleaner & cleaning schedule of cleaner aligned with use of rooms</p> <p>provide customers/cleaner with gloves and suitable cleaning materials and chemicals</p> <p>advise Cleaner to wash outer clothes after cleaning duties.</p> <p>consider deep cleaning of premises if someone falls ill with Covid-19 in the premises. Give Staff PHE guidance and PPE for use in the event deep cleaning is required.</p>	All people entering the village hall	

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who might be harmed and how?	Notes
2 Entrances	Social distancing difficult for customer activities	<p>notices displayed re. social distancing, use of hand sanitizer and washing of hands</p> <p>access controlled by customer to ensure social distancing</p> <p>inner doors propped open where possible to reduce touching</p> <p>Surfaces and controls in frequent use & liable to be contaminated</p> <p>surfaces and equipment to be cleaned by customer before and after each activity</p> <p>increased cleaning by cleaner & cleaning schedule of cleaner aligned with use of rooms</p> <p>Hand sanitiser provided</p> <p>access by unauthorised people</p> <p>outside doors secured against entry while customer activity in progress</p>	All people entering the village hall	availability of hand sanitiser and cleaning materials to be checked daily.
3 Chanctonbury & Dore Rooms	surfaces and equipment liable to be contaminated	<p>surfaces and equipment to be cleaned by customer before and after each activity</p> <p>increased cleaning by cleaner & cleaning schedule of cleaner aligned with use of rooms</p>	All people entering the village hall	<p>see below for furniture and equipment in rooms</p> <p>availability of cleaning materials to be checked daily.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who might be harmed and how?	Notes
4 Kitchen	Social distancing difficult surfaces and equipment liable to be contaminated	kitchens closed	n/a	
5 Toilets	Social distancing difficult Surfaces and controls in frequent use & liable to be contaminated	Chanctonbury toilets closed. Only Chanctonbury Room disabled toilet and Dore Room toilet to be used. access to toilets controlled by customer to ensure social distancing customers to clean toilets before & after activity user of toilet to clean surfaces before and after use	All people entering the village hall	availability of cleaning materials and soap to be checked daily.
6 Store cupboards (cleaner etc)	surfaces, handles etc. and equipment become contaminated	rooms kept locked only access by cupboard owner items to be cleaned by owner at end of use	employees, volunteers customers	
7 Storage Rooms (furniture/equipment)	Social distancing difficult surfaces, controls and equipment become contaminated	rooms kept locked access controlled and limited to small number of named volunteers and employees items to be cleaned before and after use	employees, volunteers	

	Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who might be harmed and how?	Notes
8	Boiler Room	Social distancing not possible	no access allowed except in emergency number of people in room controlled	employees, volunteers, contractors	
9	Stage	surfaces and controls become contaminated Social distancing disregarded Curtains become contaminated (see below) Lighting and sound controls contaminated	after access all surfaces and controls cleaned no use of stage allowed access to sound system controlled controls used are to be cleaned by user before and after use	All people entering the village hall	curtains - see below
10	Equipment, furniture, blinds, curtains kitchen crockery, equipment etc.	surfaces could be contaminated	soft furnished chairs to be removed from rooms notice placed on stage curtains and window blinds to ban use general notices displayed to warn against unnecessary handling of items all equipment stored and unavailable unless explicitly authorised; use of equipment discouraged and only allowed in exceptional circumstances kitchens closed. utensils and portable equipment removed and stored securely items to be cleaned before and after use	All people entering the village hall	

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Who might be harmed and how?	Notes
11 waste bins	personal and contaminated waste not disposed of correctly	bins provided, in entrances, Chanctonbury and Dore Rooms, and toilets. notices on use displayed and customers informed bin contents removed daily		
12 Activities	Social distancing difficult surfaces and controls could be contaminated	see 1 above		
13 servicing of electric and gas equipments	contractor may have Covid-19 surfaces and controls become contaminated	contractor to be managed by nominated volunteer or employee servicing only carried out if required by regulation or for safety reasons social distancing required at all times surfaces and equipment to be cleaned by volunteer or employee before and after each servicing	contractors, employees, volunteers	