

Churt Village Hall – COVID - 19 Risk Assessment

What is the Hazard?	Who might be harmed?	Actions to Mitigate Risk	Notes
1.Exposure to a person infected with COVID-19	Users of the Village Hall Volunteer helpers Management Committee Cleaner Contractors	<ul style="list-style-type: none"> • Persons exhibiting symptoms (or from a household where anyone has exhibited COVID-19 symptoms within the last 14 days) prohibited from entering premises 'stay at home if unwell' guidance at entrances and within the building. • Social distancing guidance at entrances and within premises. • 'Catch it, bin it, kill it' signage • Entrance areas - 2m distancing reminders posted. • Restrictions posted in some areas (e.g. toilets) to promote social distancing • Gap between bookings to reduce risk of contact between user groups. • Social distancing and other guidance provided to HIRERS • HIRERS to obtain and retain contact details for all group members for 'Test & Trace' purposes 	Transitory lapses in social distancing in outdoor areas or, for example, when passing in internal corridors are generally low risk.
2. Person becomes unwell with suspected COVID-19 while on the premises	Users of the Village Hall Volunteer helpers Management Committee Cleaner Contractors	<ul style="list-style-type: none"> • The Committee Room is to be used as the isolation area with the toilet facility in the back passage providing hot water and handwashing facilities • Individual to go home or to hospital as soon as possible. • Other group members to be instructed to leave premises by the HIRER. • HIRER to inform Village Hall Chairman and Bookings Secretary who will inform others. Tissues, towels, used PPE & other potentially infected rubbish to be doubled bagged, sealed and retained for 72hrs before disposal. • Affected areas to be subject to decontamination clean in accordance with PHE guidance • Cleaners to change & launder all personal clothing on arrival at home. • Village Hall to be closed to all for 72hrs. • Cleaning then to be carried out in accordance with PHE guidance, COVID-19: Cleaning in non-healthcare settings, prior to reopening. 	

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3. Contact with a surface/equipment infected with COVID-19 (eg work-surfaces, door handles)	Users of the Village Hall Volunteer helpers Management Committee Cleaner Contractors	<ul style="list-style-type: none"> Alcohol based hand sanitiser provided throughout the premises. Hand hygiene signage. Soap, hot water and paper towels provided in toilets. Cleaning of frequently touched surfaces by cleaner. Cleaning products provided throughout the premises for use by users. Hygiene guidance provided to HIRERS. PA system will not be available until further notice. 	
4. Contact with rubbish infected with COVID-19	Users of the Village Hall Volunteer helpers Management Committee Cleaner Contractors	<ul style="list-style-type: none"> Adequate provision of waste bins to prevent uncontained rubbish. Bin liners used in all waste bins. Waste bins emptied regularly by the cleaner Liner removed & replaced with new to avoid contact with waste. 	
5. Contact with COVID-19 by cleaners	Volunteer helpers Management Committee Cleaner	<ul style="list-style-type: none"> Disposable gloves to be worn when cleaning. Face masks and aprons to be worn when cleaning after suspected case of COVID-19. Cleaners follow PHE COVID-19: Cleaning in non-healthcare settings guidance where contamination is suspected. Volunteers over 70 or in a vulnerable group will not assist with cleaning. Cleaner advised to change/laundry outer clothing after cleaning duties. Caretaker to wear overalls to cover outer clothing. 	Need to ensure the cleaner has all the kit she needs for routine and COVID-19 cleaning and is adequately briefed. (Notes provided in writing for reference.)

NHE Guidance for Cleaning in Non- healthcare settings - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

3rd August 2020