

Risk assessment template

Health and Safety Executive

Company name: Ston Easton Village Hall **Assessment carried out by:** R Fitzsimmons

Date of next review: July 2021 **Date assessment was carried out:** June 2021

Additional considerations for Covid-19 security

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contact with infected persons	All users, by allowing hall access to potentially infectious persons	Confirm with potential users and volunteers that they have no Covid symptoms and are not required to be self-isolating. Signs at entrance.	Confirm with potential hirers and volunteers before allowing access	Hall management committee	Ongoing	
Surface contamination	All users, by coming into contact with surfaces that have been touched by an infectious person	Sanitation station by entrance, with hand gel. Hot water, soap and paper towels in disabled toilet. (Other toilets out of use.) Kitchen out of use. Surface cleaning before and after any use of hall (see section below)	Ensure water heater is on for hand washing when hall is in use Inform hirers that they must clean all surfaces after use. Provide simple cleaning check-list (see below).	Hall management committee	Ongoing	

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Respiratory hygiene	All users, by coming into contact with airborne droplets or aerosols	Maintain minimum 2m separation. Face coverings to be worn at all times. Maximise ventilation by leaving doors & windows open. One-way access system – in via main entrance, out via fire door. Only one person allowed in entrance lobby (except for assistance) Maximum hall occupancy 24 persons.	Additional signage for one-way access and one person in lobby.	Hall management committee	Ongoing	

Surface cleaning requirements (ref Surface Contamination above)

Surface cleaning is required both before and after any event, using a suitable anti-viral cleaner. Post-use cleaning is the responsibility of the hirer. Surfaces to be cleaned include:

- external handrails and key-box
- all door handles and push plates, external and internal
- all window handles and latches
- light switches
- table tops
- plastic chairs
- disabled toilet area, including seat, taps, basin and baby-change station

Notes:

- Except in exceptional circumstances and by prior agreement, the kitchen is out-of-bounds for hall users. However, users will need to access the light switches and water heater switch so these items still need to be cleaned.
- All hirers should submit their own Covid-19 Risk Assessment for consideration before hiring the hall. Applications will only be accepted if the hirer can demonstrate their ability and willingness to conform with Covid-safe use.