

Risk assessment – Covid-19

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: Payhembury Village Hall

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|--|--|--|---|-----------------|-----------------|---|
| <p>Covid transmission to employee (cleaner)</p> <p>Employees and trustees unaware of Government guidelines</p> | <ul style="list-style-type: none"> Cleaning operative/Committee members could contract or spread the virus through touch or inhaling particles. | <p>3 month hall closure – proposed re-opening 13/07/20.</p> | <ul style="list-style-type: none"> PPE - Provision of disposable gloves to be worn during cleaning. Cleaner made aware of infection control measures e.g. lidded bin for disposal of tissues. Instructions issued to all regarding cleaning if hall becomes contaminated. Liaise with cleaner to ensure adequate provision of correct cleaning materials. Ensure all employees and committee members are aware of infection control measures (see addition to H&S policy "Advice to Employees During Covid-19 Pandemic"). | PW | 13/07/20 | <p><i>Equipment and cleaning products in place.</i></p> <p><i>Advice for employees and cleaning guidance document issued.</i></p> |
| <p>Covid transmission to hall users</p> <p>Hirers unaware of Government guidelines</p> | <ul style="list-style-type: none"> Members of the public/hirers of the hall could contract or spread the virus through touch or inhalation. | <p>3 month hall closure – <i>proposed re-opening</i> 13/07/20.</p> | <ul style="list-style-type: none"> Total gathering size is limited to 30 people. Provision of hand sanitizer on entering the building with relevant signage. Provision of hand washing facilities with relevant signage. Signage throughout hall as reminder of 2m social distancing rules. Provision of lidded bins for tissues with signage. Person who is hiring the hall is responsible for ensuring that door handles, tables, equipment, sinks and high use surfaces are wiped with anti-viral cleaner before guests/attendees arrive. We will do our best to clean the hall and high | PW/MB | 13/07/20 | <p>Sanitizer and signage obtained.</p> |

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| | | | <p>use surfaces at the hall between each hire but this will not always possible.</p> <ul style="list-style-type: none"> • Hall to be cleaned using appropriate cleaning products and tissue bins to emptied after each hiring session where possible. • Operation of one-way system to enter and leave the hall to relieve pinch points and congestion near toilets – related signage. • Operation of one way system to use toilets with 'one in/one out' system. • Toilets will be cleaned in the usual way but taps, sinks and flush handles will be wiped down with anti-viral cleaner before each hiring (by cleaner or hall hirer) • Ensure all employees and committee members are aware of infection control measures (see addition to H&S policy - "Advice to Employees During Covid-19 Pandemic"). • Ensure users of the hall are issued with "Conditions of Hall Use During Covid-19 Pandemic". • First Aid kit amended to take account of recommendations and action agreed if hall user becomes ill, with Coronavirus at the hall (see 'Covid-19 Treatment Plan' in "Conditions of Hall Use During Covid-19 Pandemic"). | | | |
| Illness form Legionnaire's Disease | <ul style="list-style-type: none"> • Employees, committee members, hall users – consumption of contaminated water. | | <ul style="list-style-type: none"> • Toilets to be flushed and all taps to be turned on to flush system through. • Boiler to be put on timer so water is heated to 60 degrees Celsius for 1 hour each day to kill bacteria. | RJ | <i>immediate</i> | √ |

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| Poisoning from consuming cleaning products/hand gel. | <ul style="list-style-type: none"> Unsupervised children obtaining spray bottles or gel dispensers. Products being made accessible to children. | <ul style="list-style-type: none"> Products are either kept in the cupboard on the boiler room or under the sink in the kitchen. Children are denied access to both kitchen and boiler room areas. Signage on kitchen door | <ul style="list-style-type: none"> Shelves to be fitted to walls at least 1.0m above floor level to house gel dispensers. Signage to warn carers/parents that gel use by children must be supervised. Anti-viral surface spray to be kept on the window sill in the kitchen – visible to hall users but out of reach of children. Boiler room to be locked except for access. Signage banning children from entering kitchen and servery. | PW/RJ | 13/07/20 | |
| Unable to contact users if outbreak occurs | Hall users/ members of the public. | n/a | <ul style="list-style-type: none"> All booking details to be logged, including name, email address and telephone number for at least 3 weeks after use of hall to aid 'NHS Test and Trace'. | HP | | |
| Transmission of virus to attendees of regular groups Attendees are unaware of Government guidelines | Attendees /hirers | | <ul style="list-style-type: none"> Pilates Pilates instructor to provide a copy of her own risk assessment to ensure it is compatible with hall use mitigating measures Instructor to ensure that attendees are made aware of and adhere to "Conditions of Hall Use During Covid-19 Pandemic". Bowls Hirer to ensure that attendees are made aware of and adhere to "Conditions of Hall Use During Covid-19 Pandemic". Hirer must ensure adequate cleaning of bowls equipment and storage of equipment away from other hall users. | | | |
| | | | <ul style="list-style-type: none"> | | | |
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