|  |  |  |  |
| --- | --- | --- | --- |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate**  **risk** | **Notes** |
| **Hall users** | There is a risk that Hall users could contract the coronavirus by:   * Cleaning infected surfaces * Disposing of rubbish containing infected tissues and cleaning cloths. * Carrying out maintenance tasks * Breathing in COVID-19 particles   Mental stress from handling  the new situation. | Stay at home guidance for users of the hall if unwell at entrance and in Main Hall.  Talk with trustees and  volunteers regularly to see if  arrangements are working.  Hirers requested to open windows/doors when possible  Hirers requested to clean any equipment they use which is stored in the locked cupboards | If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until after receiving a negative PCR result.  Hall hirers must keep an attendance list of their own classes. A NHS Coronavirus QR code is displayed at the Hall, all users of the hall must scan the code upon arrival  Additional measures may need to be taken if organisation specific COVID-19 risk assessment dictates. |
| **Car Park** | People drop tissues with potential coronavirus. | Cleaner asked to check area outside doors for rubbish which might be  contaminated, e.g. tissues.  Wear plastic gloves and remove. |  |
| **Entrance hall/lobby/ corridors/notice board** | Potential transmission of coronanvirus through contact with infected surfaces eg Door handles, light switches | Door handles and light switches to be cleaned between all hires.  Hand sanitiser to be provided  by hall entrance and exit.  Cleaner also asked to clean these areas |  |
| **Main Hall** | Potential transmission of coronavirus through contact with infected surfaces eg Door handles, light switches, window catches, curtains etc | Door handles, light switches,  window catches, chairs and other equipment used to be cleaned by hall hirers at the end of the hire period.  Cleaner to pay particular attention to high contact points such as light switches, toilet flushes etc  Hirers to be encouraged to wash hands and surfaces regularly.  Curtains to be left open and not drawn at all  Hall windows and doors to be opened to keep the premises well ventilated throughout the hire period, as far is convenient. | Provide hand sanitiser and ensure refilled when necessary. |
| **Kitchen** | Potential transmission of coronavirus through contact with infected surfaces eg Door handles, light switches, window catches etc | Paper towels and soap to be provided  Cleaner to pay particular attention to high contact points such as light switches, toilet flushes etc  High contact items such as door Handles, light switches, taps etc to be cleaned by hirers at the end of their hire period. |  |
| **Storage Rooms**  **(furniture/equipment)** | Potential transmission of coronavirus through contact with infected surfaces eg Door handles, light switches, window catches etc  Equipment needing to be moved not normally in use | Door Handles and light switches to be cleaned by hirers at the end of their hire period.  Hirer must be made aware that they are responsible for cleaning any equipment they are to use from the storage room before and after use. Stated in conditions of hire and signage on door. |  |
| **Toilets** | Potential transmission of coronavirus through contact with infected surfaces eg Door handles, light switches, window catches, mirrors etc | Cleaner to pay particular attention to high contact points such as light switches, toilet flushes etc  High contact items such as door Handles, light switches, taps etc to be cleaned by hirers at the end of their hire period.  Paper towels and soap to be provided | Ensure soap, paper towels,  and toilet paper are  regularly replenished, and hirer  knows where to access for re-  stocking if needed. |

COVID-19 Risk Assessment - Fawkham Village Hall