

HAMMERWOOD AND HOLTYE HALL

COVID-19 RISK ASSESSMENT

The Hall Committee is responsible for ensuring the Hall is Covid-19 Secure in line with Government guidelines and has completed this risk assessment to help them and users of the hall to understand the risks and take appropriate action. The Committee will display its risk assessment in the Hall and display a sign of the actions taken in the entrance hall.

The repair and maintenance of the Hall is carried out by members of the Committee, self-employed workers or professional sub-contractors who have responsibility for their own health and safety.

The risk assessment was conducted by the Hall Committee and will be reviewed by the Committee to ensure it complies with Government guidelines.

Hazards	Who might be harmed and how	Action	Further Action	By whom	Action date	Completion
Social Distancing and capacity	<ul style="list-style-type: none"> Committee and users of the hall Lack of observance of social distancing leading to transmission of virus 	<ul style="list-style-type: none"> Consider the safe capacity for the hall in accordance with current Covid guidelines Restrict access to the kitchen to 2 people Consider one way entry and exit system 	<ul style="list-style-type: none"> Keep up to date with Government guidelines All windows and doors to be kept open to allow maximum ventilation whilst hall being used Users to wear face coverings 			
Access	<ul style="list-style-type: none"> Committee and users of the hall Unable to observe social distancing through entrance doors 	<ul style="list-style-type: none"> Both sets of entrance doors to be opened to allow maximum passage Set up one way entry and exit system 	<ul style="list-style-type: none"> Store cupboard to be locked Cleaning things will be kept in this cupboard Storage cupboards to be installed 			
Signage	<ul style="list-style-type: none"> Committee and users of the hall Lack of information about how social distancing can be observed 	<ul style="list-style-type: none"> Display Covid-19 QR code Signage in the entrance hall to state that the Hall is Covid-19 Secure and the steps that have been taken Signs on kitchen door Sign on storeroom door Hands Face Space 	<ul style="list-style-type: none"> Consider markings on the floor to guide visitors Make a statement on the new website that the hall is Covid-19 Secure GDPR on information stored Consider appropriate signage 	QR code displayed and signs in the hall		

Cleaning	<ul style="list-style-type: none"> Users of the hall 	<ul style="list-style-type: none"> Arrange for the hall to be thoroughly cleaned before opening Used chairs to be left outside storage cupboard and cleaned after each use Display cleaning schedule in the toilets Consider future cleaning regime 	<ul style="list-style-type: none"> Who will do the cleaning? Charge out cost of additional cleaning to users of the hall Consider moving all chairs to the store cupboard Include on hire conditions that chairs and tables used should be left outside the cupboard for cleaning Provide anti-viral or bac cleaning spray for frequently used surfaces 	Cleaners appointed. Deep clean before opening		
Hygiene and face coverings	<ul style="list-style-type: none"> Committee and users of the hall 	<ul style="list-style-type: none"> New hand sanitisers and/or soap dispensers Entrance hall – left hand side Inside toilets (soap dispenser) inside kitchen (soap dispenser) Outside kitchen 	<ul style="list-style-type: none"> Face coverings to be used while moving around. All rubbish to be taken away after usage 			
Vulnerable people	<ul style="list-style-type: none"> Committee and users of the hall 	<ul style="list-style-type: none"> Stay within Government guidelines for mixing households Observe social distance No mingling or socialising 	<ul style="list-style-type: none"> Consider exit for disabled or in need of help 			
Toilets	<ul style="list-style-type: none"> Committee and users of the Hall 	<ul style="list-style-type: none"> Remove inner door to toilet Put locks on the outside lobby door Soap dispensers Cleaning schedule 	<ul style="list-style-type: none"> waiting for the toilets either in the entrance hall or outside make sure all bins are emptied after use 	Inner doors removed New bins ordered		
NHS Test and Trace	<ul style="list-style-type: none"> Users of the hall 	<ul style="list-style-type: none"> Display QR code in entrance 	<ul style="list-style-type: none"> Keep additional list for those who do not have the NHS app 	QR code displayed		
Travel and Parking	<ul style="list-style-type: none"> Users of the Hall 	<ul style="list-style-type: none"> Park at hall car park Travel to and from at own risk 	<ul style="list-style-type: none"> Careful exiting car and observe hall entrance so no build up of foot traffic in. 			
Permitted Activities	<ul style="list-style-type: none"> Users of the Hall 	<ul style="list-style-type: none"> Performances Sporting activities Clubs Fitness activities 	<ul style="list-style-type: none"> Consider whether these activities should be encouraged Committee will observe strict up to date Gov guidelines 			
Hirers	<ul style="list-style-type: none"> Users of the Hall 	<ul style="list-style-type: none"> Update hirers checklist Consider hirers risk assessment QR code 	<ul style="list-style-type: none"> Hirers to be responsible for cleaning hall before they use 	Include in hire conditions		

		<ul style="list-style-type: none"> • Review charges • Provide guidance on safe usage 	the facilities and sign appropriate disclaimer			
Food and drinks	<ul style="list-style-type: none"> • Committee and users of the hall 	<ul style="list-style-type: none"> • Consider whether and how any food or drink can be provided 	<ul style="list-style-type: none"> • 			
Procedures if someone becomes ill while using the facilities	<ul style="list-style-type: none"> • Committee and users of the hall 	<ul style="list-style-type: none"> • Set out guidelines • Track and trace 	<ul style="list-style-type: none"> • 			

Risk Assessment carried out by the Village Hall Committee on 13 October 2020

The Risk Assessment was reviewed by the Village Hall Committee on 28 April 2021. This Risk Assessment will be reviewed regularly in light of Government guidance.

Signed by the Chairman