

VH Generic Covid Risk Assessment

Area or people at risk

Organiser, Attendees, Village Hall committee

Risk area identified Specific risk Mitigation

Infected People Attending Event	Surfaces are infected by previous user	Anyone hiring the hall or attending an event is advised/required to use sanitiser provided on entering the building. Anyone hiring the hall is required to clean/sanitise all touchpoints identified by hazard stickers and any hard surfaces used (e.g. tables) using cleaning materials provided in the VH Hirer's cleaning box (or their own) prior to use and at end of hire period. All waste to be removed from the village hall by hirer. Any chairs used within the last 3 days are NOT to be used.
	Attendee is infected prior to session	Anyone hiring the hall should advise anyone who feels unwell, or has anyone in their (extended) household showing COVID-19 symptoms in the last 14 days NOT to attend the session.
	Attendee shows symptoms during session	Encourage attendees to use NHS monitoring app to scan the venue QR code. Event should be cancelled, all attendees sent home observing social distancing and hygiene precautions. Attendees advised to 'laundry their clothes when they get home. All touch points and surfaces to be cleaned (as above) on leaving the hall. Attendees' details must be recorded and kept for 21 days and passed onto Test, Trace, Protect if required. Booking clerk MUST be notified as the hall may need to be closed/deep cleaned as a precaution.
	Attendee shows symptoms after session	Encourage attendees to use NHS monitoring app to scan the venue QR code. If anyone develops virus within 14 days of attending the session, the Village Hall committee MUST be notified.
	Virus is transmitted to others during session	Attendees to be encouraged to use hand sanitiser on entry. All attendees (unless exempt) to wear face coverings while indoors, observe social distancing, any one way systems and to sanitise hands periodically. Doors and windows to be kept open where possible, remembering to close them on leaving. Pre-booking to be used to record participants contact details and limit numbers to ensure social distancing can be maintained inside the hall. Pre-payment to be taken if possible. Contactless payment facilities can be made available at additional cost. If payment is made by cash, cash should be put into a jar (no change encouraged) and quarantined for 1 week. Maximum number of participants will be dependent on the activity being undertaken and will be calculated in accordance with government guidelines in place at the time. Only seating which has not been used in previous 3 days will be used. All attendees will bring their own equipment as necessary to avoid sharing. Discourage unnecessary chatting between attendees. Doors and windows to be kept open during session where possible. Remember to close them on leaving. Touch points and tables to be wiped down after use. Any chairs used to be labelled with date of use and removed to the anteroom.
Cleaning Materials are unavailable	VH Hirer's cleaning box has run out of cleaning materials	Hirers advised to take their own sanitiser. Hirers advised to use soap and water (available in toilets) taking care not to wet electrical switches and inform booking clerk. Weekly hall check will ensure sanitiser stations, cleaning materials in toilets and VH Hirers cleaning box are topped up
Social distancing cannot be maintained	Social Distancing difficult in small spaces such as vestibule	Hirers to observe signage regarding one way systems, social distancing, sanitising, use of toilets, taking particular care when waiting to enter or leave the building, or using the toilets. Gents toilets to remain closed as there is no window for ventilation. Toilets to be used by one family group at a time. If used, all touchpoints in toilets to be wiped down using cleaning materials provided. Queuing system to ensure social distancing is maintained during entry and exit if one way system is not used.
	Kitchen too small for social distancing	Kitchen will remain closed (unless users are from a single household). Hirers/attendees should take their own drinks/food where required.
Heating inadequate in hall	Temperature in VH is low	Although heating will be provided during the session, with doors and windows open it could be cold enough that attendees will require more warm clothing than normal – hirers to encourage attendees to bring extra warm clothing and/or warm drinks and/food if required.
Neighbours adversely affected by noise	Open windows and doors allow more noise than usual to escape	Hirers to limit noise where possible.

		Neighbours to be advised of certain events (e.g. with music, films, etc)
Reduction in VH income because hirers don't return	Hirers financially disadvantaged by reduction in income due to gov requirement for reduced numbers of attendees	Affected hirers to be offered temporarily reduced hire rates.
		Members to attend a session on a socially distanced manner Affected groups to be encouraged to identify any sub-group possible
	Group/club undertakes an activity which is currently prevented by regulations	Wait