

Saxilby Village Hall - COVID-19 Risk Assessment (Version 3)



Assessment carried out by: R. Parnell/ D. Birkett

Date of assessment: 21 September 2020

Date of next review: *NLT* 30 November 2020

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
Covid-19	All visitors to the Village Hall Contractors Staff	Warning Notice & Covid Symptoms poster on Front Door		<u>ALL</u>		✓
		Social Distancing and Face Covering Signage	Actively encourage social distancing and wearing of face coverings.	<u>ALL</u>		✓
		Hand sanitiser station in foyer, and inside each main room	Observe signage and encourage use of sanitiser stations	<u>ALL</u>		✓
		Reduced occupancy levels based on latest social distancing recommendations	Max occupancy to be posted inside room entrance doors Responsibility for social distancing lies with hirers/users.	Booking Secretary Hirers	MAXIMUM Occupancy: Main Hall - 60 Lounge – 40 Meeting Room – 15 <i>(Assumes '1m plus' spacing. Numbers will need to be reduced if areas of floor are not available (e.g. Tables or large displays laid out in hall.))</i>	✓
		Turn off/electrically isolate electric hand driers (paper towels provided)		Caretaker		✓
		Blank off areas of toilets and wash basins to mandate social distancing	e.g. Part of urinal area in Gents; wash basins in Ladies & Gents toilets.	Caretaker		✓
		Daily clean by Caretaker	Caretaker to clean Hall prior to first booking of the day. Provision of PPE for use when cleaning.	Caretaker	Cleaning Log to be maintained.	✓

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Covid-19	All visitors to the Village Hall Contractors Staff	Cleaning between bookings	Group organisers to ensure regularly used surfaces are cleaned before, during and after hire (e.g. tables, chairs, counters, sinks, door and toilet handles, light switches, using antiseptic wipes provided).	Hirers	Incorporated into Hirers' Risk Assessment	✓
		Logging of all cleaning and sanitisation sessions	Log to be provided in each room.	Caretaker Hirers		✓
		30 minute gap between bookings to allow time for sanitisation of surfaces in occupied areas.	Hirers to be allowed 30 minutes free of charge before and after booked times to allow for cleaning	Booking Secretary Hirers		✓
		Allow a 'quarantine' period of 1 hour after bookings where strenuous physical activity has taken place (e.g. Keep Fit Classes).	There will be increased expiration of breath during strenuous activity. A quarantine period will allow any potentially exhaled virus to fall from the air.	Booking Secretary		✓
		Supply only single use cups/spoons etc	Crockery/cutlery to be secured or removed to storage	ALL	Incorporated into Hirers' Risk Assessment	✓
Legionella bacteria		Continue current precautions (system flushing, etc) of both hot and cold water systems.	The caretaker currently flushes the water systems through on a regular basis in line with current guidance from HSE and the Legionella Control Association	Caretaker	Ongoing	✓
		Spreading of Legionella bacteria via water systems.	Conduct certificated testing for presence of Legionella bacteria in hot water systems following flushing.	Committee	Completed prior to re-opening of SVH	✓
Routine H&S Risks		Ensure routine Risk Assessment completed.	To include PAT testing where required.	Caretaker	Completed prior to re-opening of SVH	✓

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Fire Risks	All visitors to the Village Hall	Ensure Fire Safety Risk Assessment and routine fire safety checks are up to date.	To include: fire exit doors, extinguishers, alarm system, and lighting.	Caretaker	Completed prior to re-opening of SVH	
Changing government and ACRE advice	Contractors Staff	Monitoring latest advice and acting accordingly	Continue to review advice as promulgated by the government	ALL	Ongoing	
Items to consider at next review of RA:						
		Perspex protective screens for bar servery counter	Consider best type of screen for bar counter	Committee	Prior to bar re-opening – in discussion with licensee.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/