

North Curry Village Hall – COVID-19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Cleaner	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>'Stay at home guidance if unwell' poster displayed at entrance and in Main Hall.</p> <p>Hirers will be asked to take away all rubbish at the end of their hire.</p> <p>Cleaner provided with gloves and plastic aprons.</p> <p>Cleaner advised to wash outer clothes after cleaning duties.</p> <p>Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Cleaner will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Bin and binbags to be provided in the Main Hall for hirers use.</p>
Trustees Occasional maintenance contractors	<p>Trustees or occasional contractors carrying out caretaking or internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Sanitiser and cleaning materials available to enable cleaning of specific surfaces before work is carried out.</p>	<p>Trustees will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>
Car Park/paths/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p>Mark out 2metre spaces outside main entrance door along path to the side/rear of the building with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	<p>Provide plastic gloves.</p>

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Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	One way system to be created using one set of doors for entrance and one set for exit. Signage to be provided. Entrance hall to be marked with tape between the sets of doors to encourage use of one way system. Disabled toilet on the exit side of the entrance hall. Other rooms and toilets not in use so narrow corridor “pinch points” avoided. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided in entrance hall	Hand sanitiser to be refilled by cleaner.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Social distancing to be observed	Door handles, light switches and frequently touched surfaces to be cleaned by hirers before and after hire. Regular cleaning will be carried out by the cleaner. Ask anyone moving chairs to wear gloves. Social distancing guidance to be observed by hirers in arranging their activities. Hand sanitiser to be provided in Main Hall	Cleaning materials will be provided in Main Hall
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.	Only plastic non padded chairs are to be used apart from Film Society who have their own padded chairs. Because Film Society is only monthly the virus will not remain. We have 49 plastic chairs which should be sufficient for reduced capacity.	Remove upholstered seating to a room not in use.

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Small meeting rooms	Social distancing more difficult in smaller areas	Other rooms will not be available for hire.	Meeting rooms to be inaccessible or display no entry posters
Kitchen	Social distancing more difficult. Significant cleaning required Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Kitchen will not be available for hire.	Kitchen to be marked no entry
Cleaner Store cupboard	Social distancing not possible. Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult. Chairs and tables need to be moved in and out of Main Hall Hirers own equipment	Notice to be displayed asking anyone collecting or returning chairs and tables to wear gloves and go into storage room singly. Hirers responsible for cleaning their own equipment before and after use.	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Only the Disabled toilet will be in use and will accommodate one at a time. Hand sanitiser to be provided in toilet. Cleaner to thoroughly clean on a regular basis. Hirer asked to clean door and toilet handles, light switches and basin before and after the hire.	Cleaner to regularly replenish supplies. Poster to be displayed encouraging 20 seconds hand washing Door catch to be replaced with one that indicates engaged/vacant