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| Longford Village Hall COVID 19 Risk Assessment |  | **A close up of a logo  Description automatically generated** |

This document is a COVID-19 risk assessment for Longford Village Hall carried out on 23 July 2020.

**Important Notes:**

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and the Village Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

| **Location or People at Risk** | **Hazard** | **Actions Taken to Reduce the Risk** | **Additional Actions Required** | **Required by** | **Completed** |
| --- | --- | --- | --- | --- | --- |
| Infected People coming to the Hall | People who are feeling unwell with Covid symptoms coming to the Hall. | Stay at home guidance if unwell at entrance and in Main Hall.  Sanitiser provided at all entrances  Doors and windows open to created air flow |  |  |  |
| Contractors, volunteers and users carrying out normal activities, maintenance and deep cleaning. | Touching or cleaning surfaces that have the virus on them. | Volunteers provided with PPE for normal work and deep cleaning.  Public Health England guidance provided for deep cleaning.  Contractors to provide their own PPE.  Regular cleaning of often touched surfaces  Cleaning materials provided by the Village Hall for our own cleaning, usrs to provide cleaning materials for their activity. | Obtain PHE deep cleaning guidance. | Opening date |  |
| Vulnerable people | Vulnerable volunteers and users (those over 70 or with an underlying health condition) may come into contact with the virus through contamination or contact with someone with the virus. | Volunteers and users in the vulnerable category are advised not to attend the Hall for the time being.  If you are vulnerable discuss what PPE you may require if you do wish to assist. | Follow up with Volunteers to ensure they are comfortable with the arrangements, if required. | Ongoing | N/A |
| Car Park, paths and exterior areas | Social distancing not being observed as people congregate before entering the Hall. | Encourage social distancing when waiting to enter the building. |  |  |  |
| Dropped Litter e.g. tissues | Users and Volunteers to check outside areas for potentially contaminated rubbish. Wear PPE to remove. |  |  |  |
| Pinch Points | The entrances to the building and main Hall are narrow and door handles and light switches are in regular use. | Create a one-way system to prevent back and forth movement.  Door handles and light switches to be cleaned regularly.  Prop/wedge doors open to prevent people touching the handles.  One person to switch lights on/off during use and clean the switch before leaving. |  |  |  |
| Main Hall | Door handles, light switches window catches and other equipment used. | Door handles, tables and light switches etc. to be cleaned regularly.  Prop/wedge doors open to prevent people touching the handles.  One person to switch lights on/off during use and clean the switch before leaving. |  |  |  |
| Contamination of fabric chairs and curtains | Discourage the use of fabric chairs.  Where chairs have been used isolate them for 72 hours before re-use.  Curtains to be opened and closed by one person. Wear PPE or sanitise hands once done. | Find a sanitising product that does not wet the fabric too much. This may enable more frequent use of the chairs. | Opening Date |  |
| Kitchen | Social distancing more difficult | Users to control number of people using the kitchen at any time.  Provide hand sanitiser, soap and paper towels.  Ask users to bring their own drinks and food. | Consider banning the use of the kitchen other than to access and use cleaning materials. | Opening date |  |
| Kitchen (Cont’d) | Appliances and surfaces in use need regular cleaning | Users to clean before and after use using their own cleaning materials.  Provide hand sanitiser, soap and paper towels.  Ask users to bring their own drinks and food. | Consider banning the use of the kitchen other than to access and use cleaning materials. | Opening Date |  |
| Contaminated waste | Users to bag and remove their own rubbish and dispose of it in the bin. |  |  |  |
| Toilets | Social distancing difficult | Reduce the numbers able to access the toilets at any time to one per toilet.  Use the one-way system to access the toilets. | Additional signs outside toilets for engaged/free. | Opening date |  |
|  | Surfaces, light switches, taps etc. regularly touched. | Hirers to clean before and after event.  Users to clean before and after use  Hand washing posters to encourage 20 second hand washing. | Limit use of toilets to ladies and accessible, remove cleaning equipment to gent’s toilet. | Opening date |  |