

## CHESWICK GREEN VILLAGE HALL MANGEMENT COMMITTEE

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### COVID-19 RISK ASSESSMENT

The potential risks are in three categories colour coded as follows:

Red – **Actions based on Government advice (these are mandatory)**

Blue – **Actions that are strongly recommended**

Green – **Actions that you might consider**

Areas or People at Risk	Risk Identified	Actions to mitigate risk	Notes
Volunteers and contractors. Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises Occasional Maintenance workers	<b>Stay at home guidance if unwell at entrance and in Main Hall.</b> <b>'Staff' provided with protective overalls and plastic gloves.</b> <b>Contractors provide their own.</b>	Volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants as these can be damaged by use of spray disinfectant if frequently used.
Volunteers. Think about who could be at risk and the likelihood of volunteers being exposed	Volunteers who are either extremely vulnerable or over 70. Volunteers carrying out cleaning or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	<b>Volunteers in the vulnerable category are advised not to attend.</b>  <b>Discuss with volunteers over the age of 70 of our cleaning protocols or the provision of PPE might mitigate their risk.</b>	Volunteers need to be informed as soon as practical if someone has tested positive for CV-19 who has been on the premises.
Entrance Hall	Possible 'pinch points' and busy areas where risk of social distancing not observed in confined area. Door handles, light switches in frequent use.	<b>No waiting in Entrance Hall.</b>  <b>Door handles/light switches to be cleaned regularly.</b> <b>Hand sanitiser by entrance door</b>	Hand sanitiser needs to be checked regularly. Keep spare bottle in kitchen cupboard under sink and advise hirers of location.

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Main Hall	Door handles, light switches, tables, chairs, window catches, window blind openers. Social distancing to be observed.	Door handles, etc and other equipment to be cleaned by hirer before use. Social distance guidance to be observed by hirers in arranging their activities. Hirers to encourage regular hand washing.	MAXIMUM 25 PEOPLE
Small Hall	Same as for the Main Hall Social distancing may be more difficult in a confined space	Same as for Main Hall	MAXIMUM 12 PEOPLE
Kitchen	Social distancing more difficult Door handles/light switches Kitchen equipment	Only 1 person in kitchen at any one time. <b>NO food preparation to take place.</b> Hirers to clean all areas to be used before and after use. Hirers to bring own crockery etc and tea towels. Ideally participants should bring their own food and drink .	Dish washing materials will be available. Spare bottles in cupboard under sink.
Toilets	Social distancing difficult Surfaces in frequent use – door handles, basins, toilet seats etc. Baby changing and vanity surfaces	Hirer to control numbers accessing toilets at any one time. Only 2 in Ladies and 1 in Gents. Hirer to clean all surfaces etc before and after use.	Ensure soap and toilet paper are regularly replenished.