

COVID-19 Risk Assessment

This Risk Assessment has been prepared on behalf of the Trustees in accordance with current government guidance and should be shared with all hirers for appropriate dissemination.

The Victory Hall, Church Rd. Farley Hill RG7 1TR			Date: 20 th May 2021			
Risk Assessment carried out by	C Munro		contact:	07973102036		
Risk/Area	People Exposed (✓)		Actions to treat risk	Action by (who?)	Action by (when?)	Done (✓)
	Hirers & Their guests	Volunteers & contractors				
Covid carrier using facilities and contaminating environment	✓	✓	<i>Signage requesting "Please do not enter if feeling unwell" to be posted at entrances.</i>	VHT	Prior to opening	
Social Distancing	✓	✓	<i>Provide clear signage on social distancing requirements to be posted at entrances and throughout hall.</i>	VHT	Prior to opening	
Hygiene and Sanitisation	✓	✓	<i>Sanitiser to be kept at entrances. Soap, sanitiser, wipes and cleaners will be kept in hall. Hirers will be encouraged to bring their own sanitisers, wipes, and disposable gloves.</i>	VHT	Ready for - opening, then ongoing	
Hygiene and Sanitisation Cont.	✓	✓	<i>All hirers should have a bin bag with them. all used wipes, tissues and gloves must be taken. away for safe disposal at home.</i>	All Hirers	Ongoing	

Main Gate	✓	✓	<i>Because of difficulty in sanitising all parts likely to have been touched, open and close it as usual, using hand sanitiser immediately afterwards. Alternatively, open and close it with a fresh pair of disposable gloves each time, carefully bagging them up for disposal at home later.</i>	All Hirers	Ongoing	
Entrances	✓	✓	<i>Sanitiser to be kept at entrances. Doors to be kept open surfaces likely to be touched to be disinfected</i>	All Hirers	Ongoing	
Main Hall	✓	✓	<i>Where appropriate doors to be wedged open. Anything touched by users on the way in and out must be carefully sanitised using Sanitiser / wipes.</i>	All Hirers	Ongoing	
Bishop Room	✓	✓	<i>As harder to maintain social distancing. it is advised that Bishop Room is not used until further notice</i>	All Hirers	Ongoing	
Kitchen & Bar area	✓	✓	<i>Hirers advised not to use kitchen or bar area. However, if unavoidable, hirers are asked to ensure social distancing. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided.</i>	All Hirers	Ongoing	
Toilets	✓	✓	<i>One person at a time in order that social distancing is maintained utilising appropriate "engaged/vacant" signage. Hirers to clean all surfaces etc before guests arrive.</i>	All Hirers	Ongoing	
Storage areas including Bishop room, Changing rooms and boiler room	✓	✓	<i>No access to these areas unless absolutely vital. If entered all surfaces touched to be disinfected.</i>	All Hirers	Ongoing	

Furniture	✓	✓	<i>All excess furniture to be stored in Bishop Room any furniture used must be sanitised before and after use by hirer.</i>	All Hirers	Ongoing	
Bookings	✓	✓	<i>Instructions on opening and closing to be disseminated with no face-to-face meetings. All hirers to clean surfaces that would be touched in normal use (furniture, doorhandles, surfaces, light switches etc) before AND after session.</i>	Bookings Team to inform hirers	Ongoing	
Track & Trace	✓		<i>All hirers must collate contact details of all present in order for appropriate track and trace procedures to be initiated if any visitor becomes unwell. All hirers must inform visitors of the need to let them know if they become unwell with Covid symptoms.</i>	All Hirers	Ongoing	
Deep cleaning if Covid carrier notifies of being present at hall		✓	<i>Volunteers or Contractors to wear appropriate PPE in order that cleaning can be carried out in line with Public Health England guidelines. Afterwards, PPE to be disposed of safely.</i>	VHT	Ongoing	