

Risk assessment Covid – 19 Little Chalfont Village Hall 12.6.20

Company name: Little Chalfont Parish Council Assessment carried out by:

Date of next review:

Date assessment was carried out:

Little Chalfont Parish Council Main Risk Assessment

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
Spread of Covid -19	General Public COVID-19	Signage – Entrance, Exit, Foyer, Main hall, and Kitchen	Monitor and make sure signs are all ways in place	Clerks	Ongoing	
Cleanliness of hall and equipment, especially after other hires	General Public Other hirers have not cleaned hall or equipment used to standard required.	Signage and in conditions of hire	Monitor	Clerks	Ongoing	
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	Entrance and Exits signs and one person in and one-person strategy for the toilets with signs to advise	Monitor	Clerks	Ongoing	

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Respiratory hygiene	Transmission to other members of group Covid 19	Signs - Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Also provide paper towels ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Monitor	Clerks	Ongoing	
Hand cleanliness	Transmission to other members of group and premises Covid 19	Signs - Advise to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	Monitor	Clerks	Ongoing	
Someone falls ill with COVID-19 symptoms	Transmission to other members of	Move person to isolation room, located in the gents	Monitor	Hall users	Ongoing	

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	group and premises Covid 19	toilets obtain contacts, inform cleaner, close hall for 72 hours.				
Car Park	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Signs	Monitor	Hall Users	Ongoing	
Foyer	Busy areas where risk of social distancing is not	Signs -one-way system. Door handles and light switches to be	Monitor	Hall Users and Cleaners	Ongoing	

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	<p>observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>cleaned by hall hirers</p> <p>Hand sanitiser to be provided by hall</p>				
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	Monitor	Hall Users	Ongoing	

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Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Microwave/Cooker	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. 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. Encourage hirers to bring their own Food and Drink.	Cleaning materials to be made available in clearly identified box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.	Hall Users Clerks	Ongoing	

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Sheds	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Monitor	Hall Users	Ongoing	
Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.	Hall Users Clerks	Ongoing	

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

