

TOWNSHEND VILLAGE HALL COVID RISK ASSESSMENT JULY 2021 charity no. 1077077

AREA/PEOPLE AT RISK	RISK IDENTIFIED	ACTIONS TO MITIGATE RISK	NOTES
Kitchen	Use of kitchen considered a risk - regular cleaning not available.	Kitchen closed to hirers	SCh to make hirers aware of this
Toilet	Distancing difficult in corridor outside toilet, regular use, surfaces	Toilet regularly cleaned by hall cleaners. Hirers advised to clean this before and after use and to prevent queuing in corridor	In TVH policies
Store Room	Stored equipment which could be handled and hard to clean	Store room closed to hirers. Hirers to be advised that if they will require any items from the store room they should request these in advance	In TVH policies
Volunteers	<p>Cleaning the hall, removing rubbish, any maintenance work, greeting new users</p> <p>Anyone shielding could be vulnerable</p>	<p>All volunteers told to stay home if unwell. PPE provided for all volunteers.</p> <p>All volunteers visit hall on a voluntary basis</p>	RSa to hold names and contacts for all volunteers. SCh to regularly check PPE and that all cleaners have up to date copies of cleaning guidance
People using the hall	Hall users could be at risk of spreading and catching illness	<p>Hirers to be asked to clean before a session starts and at the end. Cleaning materials to be provided. Hirers advised to be responsible for any anti covid measures such as mask wearing, distancing, wash / sanitise hands regularly, remove rubbish and abide by TVH health and safety policy.</p> <p>Hirers to be advised of the location of first aid box and reminded of fire procedures.</p> <p>Floor markings to be left in place in case users wish to use them to aid distancing.</p>	SCh to check all hirers have copies of relevant TVH documents and understand. All hirers to provide email or written agreement accepting responsibility that groups abide by this. RSa to hold copies of hirers RA

Main hall	Anyone unwell in the hall, surfaces and equipment not cleaned before use, social distancing not observed	<p>Hirers told anyone unwell should not attend.</p> <p>TVH to be cleaned regularly by volunteers / staff as well as users. Cleaning materials to be provided for users who should clean before and after use.</p> <p>Hirers advised cleaning guidance and list of cleaning times on the main notice board.</p>	<p>TVH policies contain details for users. SCh to regular check the cleaning materials, all volunteer cleaners also asked to check and report any problems. Hall cleaners to make sure they record cleaning on the sheets provided</p>