

SOUTH WONSTON VILLAGE HALL
COVID-19 RISK ASSESSMENT

Area or People at Risk	Risk Identified	Actions to Mitigate Risk	Date Completed/Notes
Car park, paths	Social distancing not observed as people congregate before/after session	Posters to remind users to social distance Group leaders to remind their members	15/8/20 In user hire agreement, SC1
Entrance Lobby/Corridors/Exit Area	“Pinch points” & busy areas where social distancing is difficult. Door handles/light switches frequently touched	Create one-way system/signs. Put up posters Provide hand sanitiser at entry/exits Provide wipes/spray cleaners for users to clean before/after use	15/8/20 In user hire agreement, SC3
Main Hall	Social distancing difficult for large groups or exercise classes Lack of ventilation Door handles, switches, chairs & other equipment frequently touched Projector (if used)	Limit capacity to 40 max. or 12 max. for exercise classes Keep entry/exit doors open & use air ventilation system Provide spray cleaner/wipes for users to clean after session. Users to clean all equipment used & encouraged to wash hands regularly. Users to remove/dispose of own rubbish Dry wipe electrical equipment	15/8/20 In user hire agreement, SC6 In user hire agreement, SC3 In user hire agreement, SC10

Downs Room	<p>Social distancing more difficult.</p> <p>Door handles, light switches, window latches, tables, chairs, frequently touched.</p> <p>Carpet difficult to clean</p>	<p>Limit to maximum of 8. Posters to encourage distancing/use of face masks & opening of windows for ventilation.</p> <p>Keep internal doors open for one way access</p> <p>Provide hand sanitiser, wipes, spray cleaner for users. Users to remove/dispose of own rubbish</p> <p>Use specific carpet cleaner as/when required</p>	<p>15/8/20</p> <p>In user hire agreement, SC1, SC6</p> <p>15/8/20</p> <p>In user hire agreement, SC3, SC10</p>
Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use – door handle, toilet seat/flush, taps.</p>	<p>Restrict use to Disabled Toilet.</p> <p>Put up posters to encourage hand washing</p> <p>Provide wipes/ spray cleaner for users to clean up after session</p>	<p>15/8/20</p> <p>In user hire agreement, SC3, SC7</p>
Storage Rooms	<p>Confined spaces for access to equipment</p> <p>Frequently touched equipment</p>	<p>Require use of face masks when accessing storage area if more than 1 person</p> <p>Provide wipes/spray cleaner for users</p>	<p>15/8/20</p> <p>In user hire agreement, SC7, SC3</p>

Kitchen	<p>Social distancing difficult</p> <p>Cleanliness of equipment/surfaces cannot be guaranteed</p>	<p>Kitchen to remain closed</p> <p>Users to bring own drinks/refreshments</p>	<p>15/8/20</p> <p>In user hire agreement SC11</p>
Boiler Room/Cleaners Store	<p>Confined space for access to equipment</p>	<p>Limit access to 1 person or use face masks</p>	
Cleaner	<p>Regular cleaning & disposal of rubbish</p> <p>Cleaning after possible infection</p>	<p>Advise to wash hands regularly/wear disposable gloves & wash clothing after working.</p> <p>Provide additional PPE as necessary</p>	
Volunteers/management committee	<p>Vulnerable or elderly people may come into contact with infected surfaces/people</p>	<p>Provide hand sanitiser/spray cleaners/wipes</p> <p>Advise wearing of face masks</p>	<p>15/8/20</p>