

Goudhurst Village Hall – Covid-19 Risk Assessment

Company Name: GOUHDURST VILLAGE HALL

Date of Assessment: 21ST OCTOBER 2021

Completed by: P. Boniface (GVH Treasurer)

Reason: Covid-19 Risk Assessment for face to face / close contact interaction between staff and customers

This risk assessment is based on the decision taken by the employer that in-line with Government guidelines it is safe to open up for business.

What are the hazards?	Who might be harmed and how?	How to control the risk	Do you need to do anything else to control this risk?	Action by who and when?	Initial Risk Level	Residual Risk Level
<p>Physical distance: infection due to insufficient physical distance and/or close proximity or contact.</p>	<p>All Hall Users including: hirers, activity participants, visitors, trustees, committee members, contractors cleaners, members of the public.</p> <p>Risk from: Insufficient physical distance and/or close proximity or contact when:- entering or exiting the building; Using facilities; communal area; participating in activities.</p>	<ol style="list-style-type: none"> 1. Advise hirers to consider operating a queuing system upon entry, and a controlled exit system. Also consider 2m spacing marked on floor 2. Advise hirers to be mindful of the maximum capacity of their room and take appropriate action. 3. Advise hirers of the possibility of other user groups in the hall at the same time. 4. Queuing system for toilets with limit of 2 persons in toilets at a time. 	<p>Liaise with all users and monitor situation</p> <p>The <i>Covid-19 Special Conditions</i> for hiring to be provided to Hirers and available on the website.</p> <p>Hirers will be responsible for conducting their own RISK ASSESSMENT which must be forwarded to the Booking Officer before hall booking can confirmed.</p>	All – at time of booking and ongoing	Medium	LOW-MED

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		<p>5. Signage in place to recommending the need for physical distancing.</p> <p>6. Advise use of hand sanitisers</p>				
<p>Cleaning:</p> <p>Surfaces – which maybe become infected by people carrying the Covid-19 virus</p>	<p>All Hall Users – see above</p> <p>Risk from: Touching door handles, tables, chairs, taps, worktops, toilets and other surfaces. Using equipment or sharing items belonging to others, brought into or stored in the hall</p>	<p>1. Ensure all floors, table-tops, door handles, toilets and other regularly used surfaces are cleaned daily with a suitable disinfectant.</p> <p>2. Advise groups to clean any equipment stored at the hall that they have used (regardless of ownership), immediately their session ends.</p> <p>3. Where food and drink (such as bottled water) is allowed, advise groups to bring and remove all their own provisions</p> <p>4. Provide advice to hall users on cleaning standards required.</p> <p>5. Liaise with Cleaners regarding cleaning</p>	<p>Liaise regularly with Cleaning contractors</p> <p>Arrange deep cleaning of premises if someone falls ill with CV-19 on the premises.</p> <p>Ensure thorough cleaning of surfaces if become infected by people carrying the virus.</p> <p>Dispose of rubbish containing tissues and cleaning cloth safely and in timely manner.</p>	<p>Advise Hall users regarding the potential risks and actions required</p> <p>Cleaning contractors All Hall users</p> <p>Ongoing</p>	<p>MEDIUM</p>	<p>LOW-MED</p>

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		standards. 6. Monitor compliance and report breaches.				
<p>Infection:</p> <p>arising from contact with other or from poor hygiene of others</p>	<p>All Hall Users – see above</p> <p>Risk from: Touching surfaces and equipment that have been handled by others.</p>	<ol style="list-style-type: none"> 1. Ensure alcohol-based hand sanitiser available at entrances and at other strategic points.. Encourage all hall users make use of them. 2. Ensure liquid soap and hand towels available at all sinks. 3. Display posters encouraging proper and regular hand-washing 4. Monitor compliance and report breaches 	<p>Check weekly to ensure requirements in place.</p>	<p>Cleaners Committee members All users</p> <p>Ongoing</p>	<p>MEDIUM</p>	<p>LOW-MED</p>
<p>Increased risk of infection to vulnerable people</p>	<p>Anyone in a vulnerable age, medical group etc.</p> <p>Risk from: Poor physical distancing, poor cleaning or poor personal hygiene (see above sections for details)</p>	<ol style="list-style-type: none"> 1. Advise hirers to inform their users and to be aware of the risks to those from vulnerable groups. 2. Advise those in proximity to vulnerable people to consider the wearing of face coverings. 3. Consider arranging with 	<p>Monitor as necessary</p>	<p>All hirers and users</p> <p>Ongoing</p>	<p>MEDIUM</p>	<p>LOW-MED</p>

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		users for certain activities or sessions to limited to those from vulnerable groups.				
Poor ventilation or recycled air	All Hall users – see above Risk of infection from poor ventilation or recycled air	1. Increase ventilation by opening windows and doors	Monitor as necessary	All users advised to increase ventilation by opening windows and doors	MEDIUM	LOW-MED
Suspected cases of COVID-19	All Hall users – see above. Risk of infection to aall who might be in contact with a person suspected of having Covid-19 and subsequently showing symptoms	1. Advise hirers to collect contact details for pariticipants. 2. Isolate anyone with symptoms and arrange for them to leave the hall immediately 3. Isolate anyone who feels unwell and remove to the GVH <i>Safe Waiting area</i> 4. Follow the advice in the GVH Covid-19 treatment plan (Appendix L) displayed in the Safe Waiting area.	Ensure Safe Waiting is always available and regularly checked. Ensure Covid-19 treatment plan (Appendix L) displayed and the equipment provided.	All	MEDIUM-HIGH	MED-HIGH

Signature: Pamela Boniface
(Goudhurst Parish Hall Treasurer and Trustee)

Date: 24th October 2021

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Signature:
(Trustee)

Date: 26th October 2021

A handwritten signature in black ink on a light grey rectangular background. The signature is written in a cursive style and appears to read "Steve Briface".