

COVID-19 Risk assessment for re-opening the Vestry Hall 17th May 2021 (updated 28th April 2021)

People at Risk	Risk identified	Actions to take to mitigate risk	Persons responsible for carrying out relevant actions
Anyone entering the hall for any reason.	Contracting the virus	Advise nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household. Notices to be placed at all entrances. Advise social distancing should be maintained where possible. All hirers will be sent a copy of this risk assessment which will need to be signed and returned before any event goes ahead.	The Clerk will generate notices, the caretakers will be responsible for ensuring they remain in place and report any missing to the Clerk at the earliest opportunity.
Anyone entering the hall for any reason.	Contracting the virus	The Clerks must monitor the Local COVID Alert Level and amend the risk assessment accordingly.	The Clerks
Caretakers, relief caretaker, clerks, contractors & councillors	Cleaning surfaces infected by people carrying the virus. Deep cleaning premises if someone falls ill with Covid-19 on the premises. Contractors working on the premises	Staff & councillors to be provided with protective aprons, gloves and sanitiser. Contractors to provide their own. Staff & councillors advised to wash outer clothes after cleaning duties. Double bag any disposable PPE and cleaning materials following a deep clean.	Contract cleaners and caretakers advised to use cloths or wipes on light switches and electrical appliances rather than sprays. All door handles, light switches, handrails and areas most likely to be touched wiped down with appropriate cleansing product at the end of every day.

Anyone entering the hall for any reason	Protection from the virus	Sanitiser pumps will be placed just inside both entrances, anyone entering will be asked to sanitise.	The Clerk will ensure sufficient supplies are available, the caretakers will monitor and advise when the pumps require refilling.
Anyone entering the hall for any reason	Reducing the risk of transmission of the virus	Government guidance states a face covering must be worn in a community centre. It should be put on before entering the premises. Details of the rules and exemptions that apply to England can be seen by clicking on the following link: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering	Everyone entering the hall for any reason.
Hirers and attendees to events	Protection from the virus	Government guidance states Community facilities are permitted to hold social groups, clubs and activities in groups of no more than 6. Community facilities can host multiple groups of 6, subject to capacity, but groups must not mix socially or form larger groups.	The Hirer
Hirers and attendees to events	Protection from the virus	Advised to limit numbers attending to ensure social distancing is adhered to. Where possible hirers should encourage people to stay in their household groups to reduce transmission.	The Hirer

Hirers and attendees to events	Protection from the virus	Anyone hiring the hall for a sporting activity/exercise must follow the guidance and risk assessments of their relevant national sporting body and the following governing guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework .	The Hirer.
Hirers and attendees to events	Protection from the virus through aerosol and droplet transmission	Hirers using music for classes or events should ensure they follow government guidance in keeping the volume at a level that people do not need to unduly raise their voices to communicate, so as to reduce the risk of transmission of the virus from aerosol and droplet transmission.	The Hirer
Hirers and attendees to events	Viruses may remain on fabrics like the curtains, frequent cleaning not possible	Advise not to touch curtains unless wearing gloves	Hirer advised to bring disposable gloves to booking.
Hirers and attendees to events	Virus remaining on hard surfaces	All door handles, light switches and any hard surfaces likely to be touched	Hirer advised they are responsible for cleaning any surfaces including door handles prior to event, cleaning products will be supplied.

Caretakers, cleaners, hirers and attendees to events	Contracting the virus	Hirers asked to control numbers using the kitchen so as to ensure social distancing, especially those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow cutlery and crockery after use. Hirer's will be given 15 minutes before their session commences and 15 minutes after their booking ends to wipe down any surfaces that would have been touched during the session	Hirers
Anyone entering the hall for any reason	Contracting the virus	Contact details of anyone using the hall will be obtained and kept for 21 days for NHS track and trace purposes. Everyone entering should be encouraged to use the Track & Trace QR poster if possible.	The hirer will be responsible for obtaining and retaining contact details of all attendees for their event. The Clerks/Caretakers will be responsible for taking details of anyone else entering the hall.
The Clerks, Hirers and attendees to events	Protection from the virus	Cash transactions should be avoided – online payments used where possible.	The Clerks and hirers and attendees.
Hirers and attendees to events	Protection from the virus	Equipment – people should avoid use of shared objects by bringing their own equipment such as mats and water bottles	Attendees
Anyone using the water supply	To remove any risk of legionella	Flush through water system, five minutes for each tap, ensure u bends are full. Ensure hot water temperature is set at 50°C.	Caretakers