

# STOKE BISHOP VILLAGE HALL

## COVID-19 RISK ASSESSMENT

### **Step 1: Identify the hazards**

- The potential for someone infected with the Covid-19 passing it to another person within the confines of an enclosed space.
- The virus can live on hard surfaces.

### **Step 2: Decide who might be harmed and how**

- All users of the Hall could potentially be harmed if the virus is brought into the Hall.

### **Step 3: Evaluate the risks and decide on precautions**

- The risk of passing the virus indoors is far greater than outdoors.

### **Step 4: Record your findings and implement them**

- There is a notice outside the Hall asking people not to enter if they are unwell.
- Hand sanitiser is available just inside the front door. All users should sanitise their hands at this point. This will stop germs being transmitted into the Hall.
- There is a one-way entry and exit system which should be strictly adhered to. See the attached plan.
- Parents and carers collecting children should agree a meeting place before drop off.
- The person in charge of the user group should ask vulnerable children and adults to bring their own PPE in a plastic bag, and ensure it is taken home for safe disposal when they leave.
- The person in charge of the user group must ensure the rear fire door is locked before they leave through the main front door, taking care to keep a safe distance from anyone who might be entering the Hall.
- The person in charge of the user group should undertake their own risk assessment for the needs of their group. Every group who uses the Hall will have different requirements.
- If it is felt necessary to mark out areas to ensure social distancing, the person in charge of the user group should do this without using anything which will stick to the floor. We suggest using small non-slip mats, lightweight tiles or similar items placed on the floor, or using the badminton lines which are marked on the floor. Anything brought into the Hall should be removed at the end of the session.
- The person in charge of the user group must ensure no tissues or rubbish is left in the Hall when they leave.
- There are sanitising wipes in the entrance Hall, and these should be used by the person running the user group to sanitise surfaces if necessary.
- The upstairs rooms are closed.
- The tables and chairs have been removed from the entrance Hall, and parents/carers are asked not to enter the premises.
- The toilets and hard surfaces will be wiped clean on a regular basis by the caretaker. Any concerns regarding cleanliness should be reported to the Booking Secretary as soon as possible.
- The kitchen is closed. Users should bring their own refreshments and take them home at the end of the session.

### **Step 5: Review your assessment and update if necessary**

- This assessment will be reviewed according to updated Government guidelines.