



Covid-19 Risk Assessment – Shotteswell Village Hall

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Volunteers Visitors to your premises Cleaners Contractors Vulnerable groups including elderly, pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with us in relation to Village Hall business 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing encouraged. Hand washing guidance provided. <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels (provided).</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> Protection of the skin by applying emollient cream regularly encouraged(provided) <p>https://www.nhs.uk/conditions/emollients/</p>	<p>Reminders in place to encourage regular washing of hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Reminders in place to follow 'Catch it, Bin it, kill it' and to avoid touching face, eyes, nose, or mouth with unclean hands.</p> <p>Tissues available throughout the building.</p> <p>Users encouraged to report any problems and undertake regular skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) every one reminded of the public</p>	HW/BZ	Complete	✓

		<ul style="list-style-type: none"> Gel sanitisers available in areas where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Processes redesigned to ensure social distancing in place.</p> <p>Conference calls encouraged instead of face to face meetings.</p>	<p>health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters are on display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks carried out by allocated members of the Committee to ensure that the necessary procedures are being followed.</p> <p>Routine cleaning of the hall as documented in to continue.</p> <p>Consider professional deep cleaning undertaken every four weeks.</p> <p>Users offered a professional deep clean prior to use, funded by them.</p> <p>Posters in place to remind users of the importance of social distancing both in the workplace and outside of it.</p> <p>Responsible officer makes routine checks to ensure this is adhered to.</p>	<p>HW/BZ</p> <p>HW/BZ</p>	<p>Ongoing</p> <p>01/06/20</p>	<p>v</p>
--	--	---	---	---------------------------	--------------------------------	----------

Others becoming infected with COVID-19 Coronavirus	Other trustees, volunteers and hall users.	<p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these are provided. Instructions provided on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	Users reminded that wearing of gloves is not a substitute for good hand washing.	HW/BZ	01/06/20	
		<p>Isolation point set up in disabled WC. Treatment plan and control points implemented.</p>	Treatment plan displayed in hall and distributed to all users. Users made aware of designated facilities located in disabled wc.	BZ/HW	26.07.20	
		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the building they should go home and advised to follow the stay at home guidance.</p> <p>If advised that a member of the Committee or public has developed Covid-19 and were recently on our premises , the responsible officer will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	Internal communication channels and cascading of messages through the responsible officer will be carried out regularly to reassure and support committee members and users in a fast-changing situation.	HW/BZ	Ongoing	
		<p>Mental Health The Committee will promote mental health & wellbeing awareness to all users during the Coronavirus outbreak</p>	Regular communication of mental health information.			

		<p>and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>Communication All committee members to receive and sign a copy of the riskassessment.</p> <p>All volunteers and users to receive and sign a copy of the risk assessment.</p>	Risk assessment to be reviewed monthly	HW/BZ	01/06/20	
--	--	---	--	-------	----------	--

Name of responsible officer(s): Chairman - Ben Zammett / Vice-chair – Hilary Wareing

Signature(s):

B. Zammett

Hilary Wareing

Date adopted by committee: 26th May 2020

Review Date: August 2020

Reviewed by committee 09.06.2020 - no change.

Reviewed by BZ/HW 26.07.2020 - Treatment Plan & Isolation point added. Distributed to committee.

Reviewed by committee 13.08.2020 - No Change.

I have read the risk assessment and understand the measures which have been put in place including my responsibilities and those of the Village Hall

Committee.

Name _____ Signature _____ Date ____/____/____