Village Halls: Coronavirus (COVID-19) Risk Assessment Template

The following template provides examples to be used as guidance when conducting your coronavirus (COVID-19) risk assessment. Please amend the details according to your own observations/information based upon the actual expected use of your village hall. The examples not exhaustive.

Bavs/DG Updated 8 Sep 2020

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Insufficient physical distance: infection due to close contact (from air-borne droplets)	Users Cleaners Caretakers Key holders Committee members Other contractors/visitors	1. Close proximity upon entering building. 2. Close proximity within rooms 3. Close proximity using facilities (toilets, kitchen, stores etc.) 4. Close proximity in other communal areas 5. Close proximity during activities	1. Queuing system upon entry, and 2m spacing marked on floor 2. Maximum capacity of *x* people in main hall. 3. Maximum capacity of *y* people in committee room. 4. Maximum capacity of *z* people in kitchen/store room/other etc. 5. Limit user groups to just one at a time 6. Queuing system for toilets, with 2m spacing marked on floor. Limit of *x* persons in toilets at a time. 7. Put up signage to warn of requirement for physical distancing. 8. Monitor and supervise compliance with measures and report serious breaches. 9. Mandatory face coverings (in line with Government guidance for village halls)	

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Insufficient cleaning: hand to mouth infection from contaminated surfaces	Users Cleaners Caretakers Key holders Committee members Other contractors/visitors	1. Touching door handles, tables, chairs, taps, worktops, toilets and other surfaces. 2. Using equipment stored at the hall. 3. Sharing other items brought into the hall	1. Ensure all floors, table-tops, door handles, toilets and other regularly used surfaces are cleaned daily with a suitable disinfectant. 2. Ensure that rooms are cleaned between hires. 3. At regular intervals, conduct a deep clean of the premises, including walls, floors, doors, windows, rails, dispensers, toilets, sinks etc. 4. Insist that groups clean any equipment stored at the hall that they have used (regardless of ownership), immediately their session ends. 5. Where food and drink (such as bottled water) is allowed, insist groups bring and remove all their own provisions, cups, plates and utensils 6. Provide clear instructions to users/cleaners on how to conduct cleaning to required standard. 7. Monitor compliance and report breaches. 8. Mandatory face coverings.	

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Infection arising from the poor personal hygiene of others	Users Cleaners Caretakers Key holders Committee members Other contractors/visitors	Touching surfaces and equipment that have been handled by others who have not washed their hands properly.	1. Make alcohol-based hand sanitiser available at entrances and elsewhere; and insist that all hall users make use of them. 2. Make liquid soap and hand towels available at all sinks. 3. Display posters encouraging proper and regular hand-washing 4. Monitor compliance and report breaches	
Increased infection risk to vulnerable people	Anyone in a vulnerable age, medical group etc. Anyone who does not speak English, or who is otherwise unable to read guidance posters and signage.	Poor physical distancing, poor cleaning or poor personal hygiene (see above sections for details)	1. Seek information from user groups about presence of those from vulnerable groups. 2. Take steps to inform non-English speakers, and those who might have hearing or sight disability, of relevant rules and guidance. 3. Consider limiting activities or sessions to to just those from vulnerable groups.	
Increased infection risk from recycled air	All	Re-breathing the same air, especially for prolonged periods	1. Increase ventilation by opening windows and doors	
Responding to suspected cases of COVID-19	All who might be in contact with any visitor showing symptoms	Infection from a person suspected of having COVID-19	1. Ensure groups have collected contact details for Test and Protect 2. Ask anyone with symptoms to leave the hall immediately	