

Toller Porcorum Village Hall

Covid-19 Risk Assessment for Re-opening – May 2021

Item	Risk	Action
Entrance and Exits	Users passing in close proximity. Spread of virus on surfaces	One way system available using main entrance and fire escape doors if numbers of users make necessary. External wall mounted hand sanitiser unit fitted by key safe at front door
Entrance hall	Users passing in close proximity. Spread of virus on surfaces	Give Way notices on entrance doors and doors to main hall. Wall mounted hand sanitiser unit fitted in entrance hall with notice
Toilet facilities	Spread of virus on surfaces	Ladies and gents closed. Disabled only to be used. Wall mounted hand sanitiser unit fitted. Soap dispenser fitted. Blue hand towel provided with separate bin
Committee Room	Spread of virus on surfaces	Room too small for use at present. To be locked. Signs on doors
Kitchen, fittings and crockery etc	Spread of virus on surfaces, crockery, fridge, dishwasher etc	Room too small for use at present. Signs on doors – not to be used. Refreshments not to be prepared. Equipment not to be used
Main Hall	Spread of virus on surfaces and equipment (chairs and tables)	Post-event cleaning protocol prepared – see separate document. Designated areas for clean equipment and used equipment in hall, identified by signs. Tables and chairs for maximum 30 people put out for use. Store room to be kept shut with sign - not to enter. Wall mounted hand sanitiser unit inside doors. Users requested to use cleaning materials and waste bin provided in hall to wipe down tables and move used equipment to the used equipment area
Main Hall	Users passing in close proximity	Windows to be opened during use of hall if numbers require it
General	Spread of virus on surfaces	Cleaning protocol prepared – key, key safe, door handles, push plates and bars, light switches, sockets, window handles, tables and chairs
Requirements for Hirers and Organisers	Risks associated with specific activities	Hirer / organiser to provide the booking secretary with a written risk assessment prior to the event. At Trustees discretion not to allow event to proceed. Instructions to hirers including cleaning & social distancing guidance procedures on hall website and notices posted on hall front door, village notice board and post office.