

## **Plaitford Village Hall Covid-19 Risk Assessment V4**

This Risk Assessment document has been produced to assist Plaitford Village Hall Trustees and Hall Users in tackling Covid-19 when hiring and using the hall during this pandemic.

These recommendations will be in force until HM Government advise it is safe and life is back to normal.

1: No one is to enter the hall with Covid-19 symptom's or awaiting a test result.

2: Entry to the main hall will be via the front porch and exit will be via the fire door on the north side (towards the green) of the building. Entry and exit signs will be in place.

3: The kitchen door will be for initial key entry to the building only and will be marked "no entry key holders only" and kept locked.

4: Current Risk Areas: All of these items will need to be sanitised before and after use: Car park gate and padlock: Chairs: Door handles - External and internal; Electric light switches; Electric light sockets; Fire-door bars; Kettle: Tables; Taps- Basin and Sink; Tea Urn: Toilet cistern handle and seat, door handles and locks; Window larches and Blind pulls.

Sanitised wipes should be available in all areas of the hall with notices clearly posted in each area asking users and trustees to comply.

5: All users must adhere to HM Government social distancing at all times. Village hall distancing requirements will be displayed in the hall as directed by HMG.

6: By law, any one hiring the hall with other persons connected to the hirer must give all their names and contact details for track and trace.

7: All users of the hall must 'check in' the hall using the NHS Track and Trace mobile application and the QR codes posted within the hall.

### Summary:

1: The biggest risk issue is the sanitising of the tables and chairs. This will need to be done before and after all bookings

2: Each hiring group to clean surfaces that their group might use before their own users arrive, to clean regularly used surfaces such as tabletops and sinks during the hire and to clean them again before they leave.