

Grayshott and Hindhead Institute & Village Hall - COVID-19 Risk Assessment

25th July 2020

What is the Hazard?	Who might be harmed?	Actions to Mitigate Risk	Notes
Exposure to a person infected with COVID-19	Users of the Village Hall Caretaker Contract Cleaner Volunteer helpers Other contractors	<ul style="list-style-type: none"> Persons exhibiting symptoms (or from a household where anyone has exhibited COVID-19 symptoms within the last 7 days) prohibited from entering premises 'stay at home if unwell' guidance at entrances and within the building. Social distancing guidance at entrances and within premises. 'Catch it, bin it, kill it' signage throughout the premises. Approaches and entrance areas - 2m distancing markings. Signage at pinch-points. Restrictions in some areas (eg toilets) to promote social distancing. Gap between bookings to reduce risk of contact between user groups. Social distancing and other guidance provided to user group leaders Group leaders asked to obtain and retain contact details for all group members for 'Test & Trace' purposes 	Transitory lapses in social distancing in outdoor areas or, for example, when passing in internal corridors are generally low risk.
Person becomes unwell with suspected COVID-19 while on the premises	Users of the Village Hall Caretaker Contract Cleaner Volunteer helpers Other contractors	<ul style="list-style-type: none"> Isolation area provided off Small Hall foyer with hot water and handwashing facilities. Individual to go home or to hospital as soon as possible. Other group members to be instructed to leave premises by group leader. Group leader to inform Village Hall Caretaker and Bookings Secretary who will inform Village Hall Officers. Tissues, towels, used PPE & other potentially infected rubbish to be doubled bagged, sealed and retained for 72hrs before disposal. Affected areas to be subject to decontamination clean in accordance with PHE guidance COVID-19: Cleaning in non-healthcare settings. Cleaners to change & launder all personal clothing on arrival at home. Affected areas to be closed for 72hrs. 	
Contact with a surface/equipment infected with COVID-19 (eg work-surfaces, door handles)	Users of the Village Hall Caretaker Cleaner Volunteer helpers Other contractors	<ul style="list-style-type: none"> Alcohol based hand sanitiser provided throughout the premises. Hand hygiene signage. Soap, hot water and paper towels provided in toilets. Regular cleaning of frequently touched surfaces by caretaker. Cleaning products provided throughout the premises for use by users. Hygiene guidance provided to user group leaders. Guidance on safe use of PA system provided. 	

What is the Hazard?	Who might be harmed?	Actions to Mitigate Risk	Notes
Contact with rubbish infected with COVID-19	Users of the Village Hall Caretaker Contract Cleaner Volunteer helpers Other contractors	<ul style="list-style-type: none"> • Adequate provision of waste bins to prevent uncontained rubbish. • Bin liners used in all waste bins. • Waste bins emptied regularly by caretaker - liner removed & replaced with new to avoid contact with waste. • Car-park checked for potentially contaminated waste (eg tissues) and removed. 	
Contact with COVID-19 by cleaners	Caretaker Contract Cleaner Volunteer helpers	<ul style="list-style-type: none"> • Disposable gloves to be worn when cleaning. • Face masks and aprons to be worn when cleaning after suspected case of COVID-19. • Cleaners follow PHE COVID-19: Cleaning in non-healthcare settings guidance where contamination is suspected. • Volunteers over 70 or in a vulnerable group will not assist with cleaning. • Contract Cleaner advised to change/laundry outer clothing after cleaning duties. • Caretaker provided with overalls to cover outer clothing. 	