

COVID-9 Risk Assessment-Bradford and Cookbury Village Hall

This assessment is supplementary to the hall's current risk assessment.

The risks that have been identified in relation to COVID-19 are transmission of the virus via hall users, equipment and fixtures. The following procedures, together with, those stated in a hirer's risk assessment are intended to mitigate transmission of COVID-19.

<u>Area of Risk</u>	<u>Assessment</u>	<u>Actions to Take to mitigate transmission</u>
Car park and pathways	Minimal risk	Social distancing notices
Patio, lawn, play area	Equipment/fixture contamination	Notices - Not in use/No entry
Entrance porch	Risk of surface contamination including door handles/finger plates Users' social distancing Use of waste disposal bin	Provision of no touch hand sanitiser dispenser. Social distancing tape. Cleaning of surfaces and fixtures. Appropriate notices.
Foyer & Reception Desk	Risk of surface contamination including door handles/finger plates/light switches/desk/fridge/notice board Social distancing	Cleaning of surfaces & fixtures. Appropriate notices.
Office	Social distancing Surface contamination	Room closed for use due to social distancing limitations & reduce unnecessary cleaning. Notices closed for use.
Corridor	Pinch point	Social distancing.
Toilets - ladies, gents & community room	Social distancing Surface contamination	Notices- closed for use.

Disabled toilet & access area (only toilet in use for all users)	Social distancing Surface contamination including door handles/finger plates/light switches	Cleaning of surfaces & fixtures. Provision of hand sanitiser & tissues for use before entry & on exit.
Bar Room as designated Isolation Room	Surface contamination including door handles/finger plates/light switches	Only for use as an isolation room. Provision of the following..... Hot water & soap/hand sanitiser/tissues/disposable gloves/aprons/face masks/disposal bags & bin. Cleaning of surfaces & fixtures. Appropriate notices.
Community Room	Social distancing Surface contamination including door handles/finger plates/light switches Blinds	Provision of hand sanitiser & tissues. Cleaning of surfaces & fixtures. Kitchen area not to be used. Blinds to be left raised. Adequate ventilation. Appropriate notices.
Meeting Room	Social distancing Surface contamination	Room closed for use due to social distancing limitations. Notices- closed for use.
Kitchen	Social distancing Surface contamination	Room closed for use due to social distancing limitations & difficulties with adequate cleaning of extensive surfaces & equipment. Notices - closed for use.
Snooker Room	Social distancing Surface contamination including door handles/finger plates/light switches Blinds	Provision of hand sanitiser & tissues. Cleaning of surfaces & fixtures. Blinds to be left raised. Adequate ventilation. Appropriate notices.

Skittle Alley	Social distancing Surface contamination including door handles/finger plates/light switches Blinds	Provision of hand sanitiser & tissues. Cleaning of surfaces & fixtures. Blinds to be left raised. Adequate ventilation. Appropriate notices.
Main Hall	Social distancing Surface contamination including door handles/finger plates/light switches Blinds	Provision of hand sanitiser & tissues. Cleaning of surfaces & fixtures. Blinds to be left raised. Adequate ventilation. Appropriate notices.
Hall Store Room	Social distancing Surface contamination including door handles/finger plates/light switches	Partial removal of upholstered chairs & replaced with plastic baked chairs to reduce risk of contamination & unnecessary cleaning. Furniture to be stored for ease of access. Cleaning of surfaces & fixtures.
Hirers' Store Rooms	Social distancing Surface contamination including door handles/finger plates/light switches	Users to store their equipment in a manner to enable unhindered access to their own & other users' items. Cleaning of surfaces, fixtures & equipment.

<u>People at Risk</u>	<u>Assessment</u>	<u>Actions to Take to mitigate transmission</u>
Users	Transmission	Vulnerable & shielded users to assess their own fitness & freedom from symptoms. If signs of illness, please do not attend. To comply with all government guidance.
Volunteers	Transmission	Vulnerable & shielded volunteers to assess their own fitness & freedom from symptoms. If signs of illness, please do not attend. To comply with all government guidance. PPE to be worn during any activity relating to a COVID-19 incident & to follow government guidance.

A Covid-19 notice board in in the hall foyer and gives information as follows

- The hall’s risk assessment & hirers’ additional guidance
- How to keep this hall Covid-19 secure
- Location of cleaning log & available cleaning materials/disposal procedure

August 22nd 2020