

Covid-19 Premises Risk Assessment Template



Location/area:

Onecote Village Hall

Assessment Date:

18/08/21

Risk	Control Measures from Risk Assessment	Proposed Comments and Actions highlighted in RED	Action by who?	Action by when?	Date Completed	Review Date
Someone entering the hall with COVID-19	Request that organisations who use the hall undertake their own risk assessment to ensure their activities are undertaken safely.	To be included in supplementary terms and conditions	KB	18/08/21	18/08/21	18/11/21
	Anybody visiting the hall will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.	To be included in supplementary terms and conditions	KB	18/08/21	18/08/21	18/11/21
	Hand sanitiser pump action containers are available in main hall and kitchen.	Additional hand sanitizer to be bought and placed in kitchen	KB	23/08/21	23/08/21	18/11/21
	For regular local groups the kitchen is only to be used to provide water and access to the first aid kit and there will be a one in one out policy (or two from same household) to the kitchen to maintain social distancing rules. For private hire the kitchen can be made fully available by arrangement.	Notice to be placed on both doors	KB	23/08/21	23/08/21	18/11/21
	Entry and exits to the hall are limited to the minimum number of points required.	Normally just the front door but rear door used if one-way flow system needed.	KB	As required		18/11/21

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	A one-way flow system is implemented for events where people may be arriving and leaving at the same time.	Signage to be made available for this	KB	As required		18/11/21
	Floor strips and signage are used for encouraging two meters distance.	Already in place – review to ensure adequate	KB	23/08/21	23/08/21	18/11/21
	Monitoring for track and trace to be encouraged	QR code to remain in place and users encouraged to use it in supplementary terms and conditions	KB	18/08/21	18/08/21	18/11/21
	Advisory hand washing signage displayed throughout the hall, especially at entrances, exits and toilets.	Already in place – review to ensure adequate	KB	23/08/21	23/08/21	18/11/21
	The hall to be kept well ventilated during use.	Signage to be put up to encourage opening of windows and secure closure after event.	KB	23/08/21	23/08/21	18/11/21
	Mask wearing	Users to be encouraged to wear masks when walking around. Existing signage to be updated to show advisory	KB	23/08/21	23/08/21	18/11/21
Cleaning requirements	The ongoing cleaning frequency is made sufficient enough such that cleaning is undertaken between uses by different groups.	Regular local groups to be asked to clean surfaces after use (see below). Cleaning to be undertaken by the cleaner regularly and additionally after private hire events.	DJ KB	As required As required		18/11/21

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	All hand contact points cleaned on a frequent basis including, door handles, light switches, tables, taps, dispensers, toilets, food preparation areas.	Regular groups and cleaner to be asked to do this.	DJ and KB	As required		18/11/21
	Appropriate cleaning products are used during preventative clean regime.	Cleaning products to be provided for regular groups.	DJ	23/08/21	23/08/21	18/11/21
	Reduction of toilet cleaning requirements.	Disabled toilet to be the only one in regular use although for events where more than 20 attend it will be necessary to open all toilets – but these activities will be subject to a full clean anyway. Signage / tape to be used	KB	As required		18/11/21
Other	Mask and gloves to be added to first aid kit.	To be added	KB	23/08/21	23/08/21	18/11/21

RISK ASSESSMENT REVIEW:

This risk assessment will be reviewed every two months or more frequently if changes to response arrangements mean that an intermediate review is necessary.

Carried out by:

Kate Beresford

Date carried out:

18/08/21