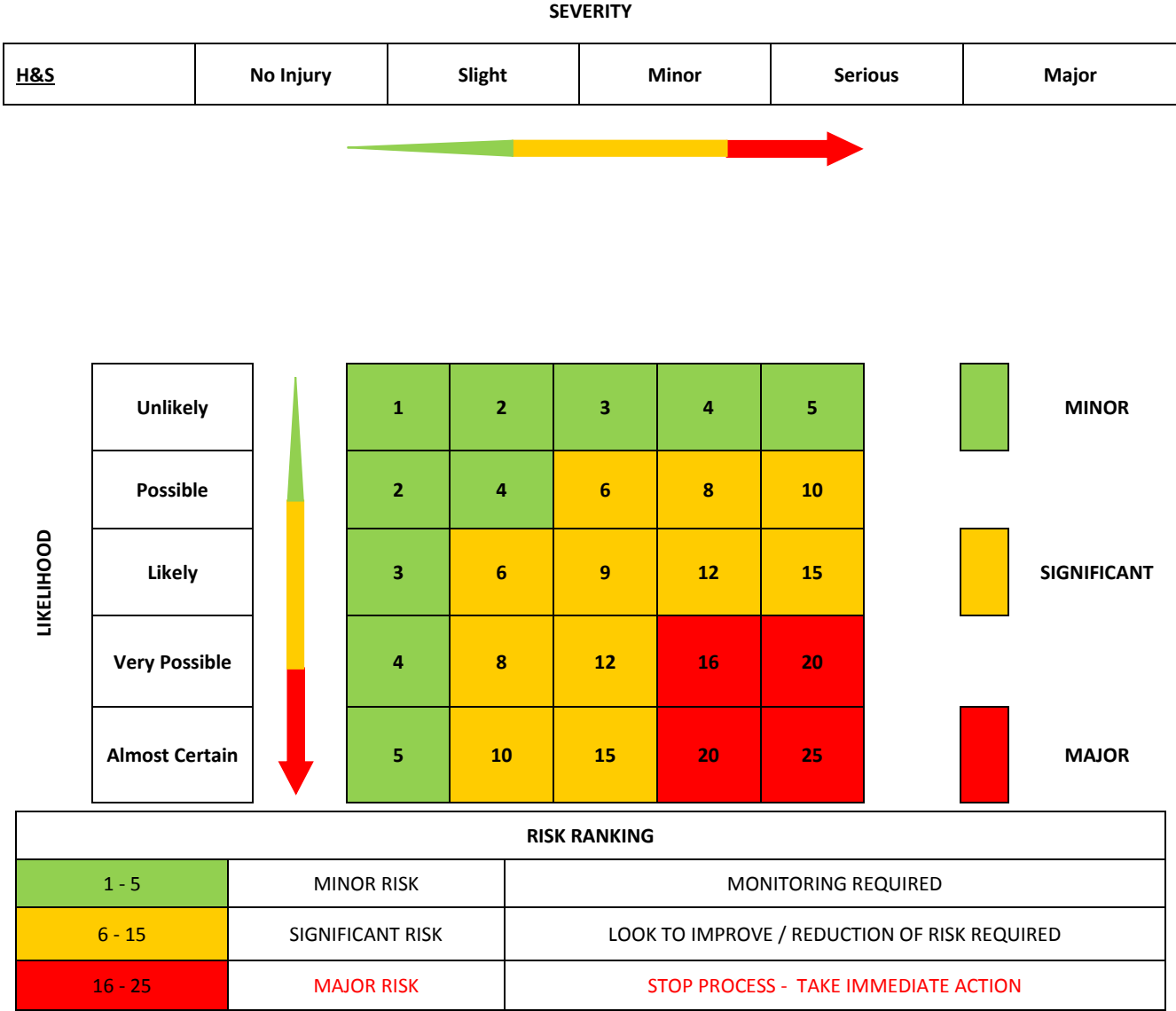


GENERAL RISK ASSESSMENT FOR REOPENING OF GREAT WITLEY VILLAGE HALL DURING COVID-19 CRISIS



Date of Assessment: 25.6.20

Risk Assessment Number:001

Assessor(s): Sue Middup-Jones, Mandy Morris

Review Date: ongoing then January 2021

Person(s) at Risk: Committee & Members of the public / visitors

Hazard		Current Controls	Initial Risk			Additional Controls	Residual Risk		
Hazard Description	Hazard Effect	Operational Controls	Severity	Likelihood	Ranking	Operational Controls	Severity	Likelihood	Ranking
Transmission of Coronavirus (COVID-19) in Great Witley Village Hall	<p>Coronavirus presents with flu like symptoms which include</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss or change to your sense of smell or taste <p>and can lead to significant illness or death</p>	<p>Visitors who are in the vulnerable category to be supported in observing strict adherence to social distancing rules when in the Village Hall. Visitors who are in an extremely vulnerable category are to stay at home for the period referred to in their NHS letter, complying fully with its' instructions.</p> <p>Visitors who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend functions at the Village Hall and will be asked to return home and stay at home for 7 days from the onset of symptoms. If any visitor lives in a household where someone else is unwell with symptoms of COVID-19 they must stay at home in line with the Government guidance.</p> <p>Any visitor falling ill with COVID symptoms to leave the hall immediately</p> <p>All visitors to observe effective social distancing (currently 2 metres away from other visitors, good hand hygiene (washing with hot water and soap for 20 seconds and more frequently) and good respiratory hygiene (Catch It, Bin It, Kill It) Limit all but essential visitors to the hall</p>	5	1	5	<p>Symptoms of COVID shown on Village Hall Website, booking information and signage on the entrance door to the Village Hall</p> <p>If person needs to wait for transport home they should wait in the committee room which is well ventilated. If this is not vacant they need to sit outside away from other people.</p> <p>Signage in place around the hall to remind all users to maintain social distancing and good handwashing and respiratory hygiene. Hand sanitiser available around the village hall</p>	5	1	5

Hazard		Current Controls	Initial Risk			Additional Controls	Residual Risk		
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Transmission of Coronavirus (COVID-19) in Great Witley Village Hall	<p>illness or death Coronavirus presents with flu like symptoms which include</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss or change to your sense of smell or taste <p>and can lead to significant illness or death</p> <p>Using the Toilet Facilities</p>	<p>Gathering of visitors at pinch points ie arrival at the Village Hall front door for an event</p> <p>Queuing for the toilets may be another pinch point</p>	5	4	20	<p>Consideration given to staggered arrival times to reduce pinch point at entrance. Doors to be propped open to allow movement of people ensuring 2m social distance. Responsible person delegated to ensure fire doors closed after event. Cones placed on pathway outside to ensure that social distancing followed prior to entry to Village Hall</p> <p>Size of group admitted will be in accordance with Government guidance. Dependent on event prebooking may be necessary. Name plans will be on seats</p> <p>Dependent upon the event access to the toilets may be via a one way system through the kitchen. Signage to be used indicating whether toilets are in use or vacant. Only one person to use toilet at any one time. Sanitiser will be available in the foyer to be used prior to entering and after exiting toilets.</p> <p>Cleaning solution and wipes will be available in the toilets for users to clean the toilets before individual use if so required.</p>	3	2	6

