

COVID19 Risk Assessment for re-opening Heath Village Barn

Area or people at risk	Risk Identified	Actions to take to mitigate risk	To Do	Complete
Staff, contractors and volunteers Identify what work, activity or situations might cause transmission of the virus	Surfaces infected by people carrying the virus Disposal of rubbish containing tissues and cleaning cloths Deep cleaning premises if anyone falls ill with COVID19 while on the premises	Stay at home if unwell, mask wearing as a precaution Hirer to dispose of waste in external bin Cleaner given PPE guidance and PPE for use in the event deep cleaning is needed	PPE obtained and kept for use if needed	✓
Staff, contractors and volunteers Those accessing the building at risk and possibility staff, volunteers could be exposed	Staff/volunteers who are vulnerable and those over 70 Staff/volunteers who are carrying out cleaning or internal maintenance could be exposed if a person entering the building is carrying the virus	Stay at home if unwell, mask wearing as a precaution Ensure areas accessed have been sanitised. Attendees advised to use NHS QRCode	Ensure areas sanitised effectively after hire, maintenance and repair. Hirers to adopt this as part of their COVID19 risk assessment for hire. Add to Secure Guidance Poster	✓
Car park, garden area, exterior areas	Social distancing not observed People drop tissues, face masks Hirers not cleaning equipment and touch points on exit	Car park fully outdoors so well ventilated, could be crowding on entering Hirers must check for litter and rubbish created after use and dispose of in outside bin	Add all points to COVID19 Conditions of Hire	✓ ✓
Entrance area	Pinch point for those entering the building and any delay in entry/queue Good ventilation Using the QR code	Entrance signs warning those entering that they should hand sanitise. Named hirer to ensure no crowding in area Door left open where possible to allow ventilation within the building Good practice to continue using the code and register	Hirers made aware entry pass point created to ensure attendees see hand sanitising station and have access to the register/ QR code	✓ ✓
Kitchen	Multiple people using the kitchen area Hand wash/sanitise frequently during use People not cleaning at all or insufficiently	Hirer must ensure space is not crowded Hand washing signs Kitchen surfaces and touch points sanitised after use and all equipment used washed in warm, soapy water, dried and put away Hirer to sign cleaning checklist	Create signs	✓

	Ventilation Use of tea towels and cloths	Leave entrance door and/or windows open where possible All tea towels and cloths must be left in the bin provided for the cleaner	Add all points to COVID19 Conditions of Hire	✓
Toilets	Toilets confined and not ventilated	advise 2 people at a time in toilets		✓
Main Hall Those using the hall and spending a length of time inside Area over crowded, social distancing not managed	wear a mask if overcrowding/ social distancing difficult to maintain Frequent hand washing Good ventilation	Hirer Windows left open during hire	Add all points to COVID19 Conditions of Hire	✓
First Aid COVID19 supplement	Need for masks, gloves, aprons for those caring for a person who falls ill and is displaying symptoms of COVID19 while in the building	2 disposable masks, 2 pairs disposable gloves, disposable aprons, face shield provided as COVID19 supplement, kept with First Aid box	Add to COVID19 Conditions of Hire, also detailed in Treatment Plan	✓
General cleaning of the building and it's contents	need to ensure all areas and equipment used have been cleaned and sanitised	Responsibility of the Hirer to ensure they have sufficiently sanitised all touch points and areas accessed All equipment has been cleaned with warm, soapy water and put away Hirer to sign the cleaning checklist	Sanitising of the building and outside areas should be included in the Hirers Cleaning Checklist and all Hirers COVID19 risk assessments Cleaning Checklist to ensure all areas are included by Hirers	✓ ✓ ✓
Deep clean & top up supplies	A regular, thorough clean is needed and supplies should not run out	Cleaner to do a thorough, deeper clean once per week and ensure all supplies are topped up before each hire	Spot checks will be carried out to ensure Hirers are adhering to the Conditions of Hire	
Rubbish	Potential litter and rubbish remaining in or around building that could spread the virus	Any litter and rubbish created during hire, maintenance or repairs must be disposed of in the bags provided and placed in outside bin when exiting the building	This should be part of the exit process and included in the COVID19 Conditions of Hire	✓
COVID19 Safe Area	In the event someone should fall ill with suspected COVID19 symptoms while in the building	Ladies toilet area to be used as a secure area in the event of suspected COVID19 illness, chair provided Sink used for their hand washing [or bowl from kitchen] Any rubbish created removed and kept for 72 hours before disposal	Sign on chair and to alert those using hall that the area may be utilised as the Safe Area, create sign COVID19 First Aid Supplement supplied Add to COVID19 Conditions of Hire	✓ ✓ ✓