RISK ASSESSMENT TEMPLATE

Westmeston parish hall        
ASSESSMENT CARRIED OUT BY: TRUSTEES       
DATE OF NEXT REVIEW:    **October 2020**                      
DATE ASSESSMENT WAS CARRIED OUT: **1st September 2020**

| **WHAT ARE THE HAZARDS?** | **WHO MIGHT BE HARMED AND HOW?** | **WHAT ARE YOU ALREADY DOING TO CONTROL THE RISKS?** | **WHAT FURTHER ACTION DO YOU NEED TO TAKE TO CONTROL THE RISKS?** | **WHO NEEDS TO CARRY OUT THE ACTION?** | **WHEN IS THE ACTION NEEDED BY?** | **DONE** |
| --- | --- | --- | --- | --- | --- | --- |
| **Viral or Bacterial infection transmitted to Cleaner, Hirer or User** | Cleaner  Hirer  User | Risk management policy developed.  Guidance provided to hirers and cleaners. Risk assessment a condition of hire.  Regular cleaning plan | Distribute guidance to cleaners, hirers, users ask to sign they have read them  Ensure adequate supplies of cleaning materials. | Trustees | As soon as possible |  |
|  |  |  | Train and brief cleaner | Trustees |  |  |
|  |  |  | Ensure we stay abreast of Government guidance. |  |  |  |
|  |  |  | Provision of pump action 60% alcohol hand sanitiser, wipes and bin in entrance lobby.  Box of hard surface cleaning materials in entrance lobby  Display posters in entrance lobby saying vacant/occupied at entrance to Ladies and Gents toilets (to ensure social distancing |  |  |  |
|  |  |  | Provision of dustbin by main door for paper towels wipes etc.  Only items which can be easily cleaned and sanitised such as the kettle are made freely available to hirers. Secure storage space is provided for items such as crockery and cutlery which represent a higher level of risk, as we cannot guarantee that they have been cleaned after usage. |  |  |  |
|  |  | Guidance provided to hirers. Hirers required to clean and sanitise hall before and after use. | All hirers to be told that they are responsible for safety of people using Hall during Hire; to satisfy themselves they should clean door handles and switches with cleaning products left in entrance lobby for this purpose and sweep and wash floor of main Hall after use.  As they exit main door wipe down door handle and dispose of all bags in bin provided at main entrance and remove from site.  Hirers will be asked to return if they have not cleaned down and cleared any rubbish away from the hall and grounds  Deposit to be held by Trustees for 14 days after use of Hall | Booking Secretary to send out info re new approach to cleaning and keeping safe. This should include advice on ventilating the Hall well.  Remind Hirers they are responsible for leaving the hall clean and sanitized and remove all rubbish from the premises.    Once Booking secretary knows when Hall is going to be used, Trustees can decide how often Hall needs to be inspected to ensure rubbish is removed |  |  |
| **Rubbish not removed** | No rubbish left by hirers | Hirers should remove rubbish in line with hiring agreement | Random inspections by Trustees to check the hall has been cleaned and allrubbish removed.  If not, using records to identify non-complaint hirers they are then required to remove it. |  |  |  |
| **Hall user testing positive for COVID-19** | Anyone using Hall | Hirers required as condition of hire to keep proactive register of attendees to follow guidelines for Test-and-Trace. Register to be given to Booking Secretary after every session who will destroy after 21 days. | Immediately close Hall and cancel hirings until Hall deep cleaned after 48 hours.  Use specialist cleaning company to do this. | Booking secretary to remind / notify hirers of Test-and-Trace register.  Secretary to organise cleaning company |  |  |