
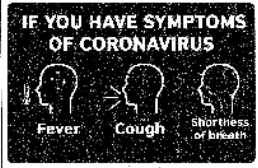


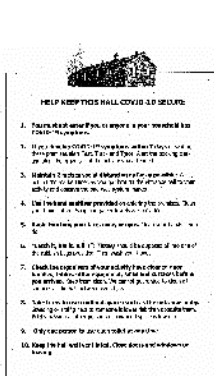





ASHPERTON VILLAGE HALL COVID-19 RISK ASSESSMENT.



	AREA or PERSONS and RISK	ACTIVITY	MITIGATION ACTIONS
1	<p>All staff and visitors Potential contamination of surfaces</p>	<p>General maintenance cleaning etc.</p>	<p>All volunteers and contractors advised of precautionary measures.</p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div data-bbox="1467 427 1944 571" style="border: 1px solid black; padding: 10px;"> <p>Notice placed on front and rear entrances</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;">  </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;">  <div data-bbox="1467 957 1944 1209" style="border: 1px solid black; padding: 10px;"> <p>'Staying Covid-19 secure' declaration posted in lobby.</p> </div> </div>

			 <p>For your safety and ours, you are required to cover your face whilst on these premises.</p> <p>You are required by law to wear a face mask whilst on these premises unless exempt or when engaged in physical exercise or similar activity.</p>	<p>'Face masks required' notice displayed in lobby, main hall and kitchen</p>
			 <p>HELP KEEP THIS HALL COVID-19 SECURE</p> <ol style="list-style-type: none"> 1. Please do not enter if you are experiencing a possible COVID-19 symptom. 2. If you do enter, please wear a face mask and avoid close contact with others. 3. Maintain a minimum of 2 metres distance between you and others. 4. Use hand sanitiser or hand wash frequently. 5. Avoid touching your face, eyes, nose, mouth and hair. 6. Avoid touching surfaces of other people. 7. Check the temperature of your body and other people in the hall. 8. Avoid coughing or sneezing into your hands. 9. Avoid contact with other people. 10. Keep the hall well ventilated. 	<p>'Help keep this hall secure' notice displayed in lobby.</p>
			 <p>STOP</p> <p>The spreading of germs</p> <p>PLEASE Wash your hands</p>	<p>'Stop the spreading of germs' notices displayed in lobby and kitchen.</p>


				<p data-bbox="1496 185 1957 512">'Coronavirus Precautions' notices installed throughout</p> <p data-bbox="1451 687 1948 831">'Catch it Bin it Kill it' signs installed throughout</p> <p data-bbox="1458 1046 1948 1190">'Please wash your hands' notices displayed in toilets.</p>
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2	Hirers and attendees Potential contamination of surfaces		<p>'Stop do not enter' and other notices as per (1) installed as above.</p> <p>Conditions of Hire require hirer to disinfect surfaces touched ; before, during and after even (light switches, door handles etc – switches to be wiped NOT sprayed)</p> <p>Routine cleaning schedule and specification defined Gloves/overalls provided for volunteer cleaners</p>
3	Attendees	Unapproved/unsafe activity	<p>Conditions of Hire specify that activities must meet current Government requirements and guidelines.</p> <p>Booking form requires activity to be specified. Bookings are vetted to ensure activity is permitted and acceptable, keeping abreast of changing regulations. If in doubt booking refused</p>
4	All visitors and volunteers	Potential contact with contaminated surfaces	<p>Initial deep clean of premises carried out Deep clean initiated in the event of any attendee displaying symptoms or testing positive for COVID-19</p> <p>Require all hirers to confirm in writing that surfaces have been cleaned after each event as per Compliance with Conditions form required of Hirer after each event as part of Conditions of Hire.</p>
5	Volunteers	Potential contact with contaminated surfaces during cleaning etc.	All volunteers consulted as to whether provision of protective clothing is sufficient to mitigate their risks, or whether they should cease such work for the time being.

			Protective clothing available on request. All trustees and volunteers consulted regularly to ensure arrangements are working.
6	Attendees	Cross infection	<p>As above all potential contact surfaces cleaned before/after each event. Light switches, door handles etc regularly disinfected during – switches to be wiped NOT sprayed)</p> <p>Regular cleaning schedule established</p> <p>‘Catch it Bin it Kill it’ and other notices as per (1) above installed throughout.</p> <p>Conditions of Hire specify the use of face masks when and if required by Government regulations. Notices displayed throughout</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="1120 909 1355 1228" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Notice</p> <p>You must keep a safe distance at all times</p>  </div> <div data-bbox="1456 941 1948 1085" style="border: 1px solid black; padding: 5px;"> <p>Notices re social distancing installed in lobby and Hall</p> </div> </div>

			 <p>2 metre spacing marked on walls</p> <p>Requirement for adherence to distancing rules included in conditions of hire</p>  <p>Freestanding sign outside entrance</p> <p>Hand sanitiser dispensers provided;- In lobby outside gents' toilet; On rear wall of Hall near ladies' toilet; In hall outside kitchen door; and In kitchen.</p>
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			<div data-bbox="1128 188 1357 501" data-label="Image"> </div> <div data-bbox="1444 196 1946 320" data-label="Text"> <p>Notices adjacent to all dispensers</p> </div> <p data-bbox="1128 560 2007 687">'No waiting area marked out outside main door All unnecessary items removed from hall/lobby to reduce potential for contamination and ease cleaning. Window curtains removed.</p> <p data-bbox="1128 743 2007 823">Conditions of Hire require fire curtain to be pulled clear of Hall entrance and ladies' toilet door pre-event</p> <p data-bbox="1128 836 1980 916">Easily cleaned bins and liners provided in toilets and Hall for tissues and paper towels.</p> <p data-bbox="1128 928 1962 1008">Conditions of Hire include arrangements for disposal of tissues and paper towels, including double bagging.</p> <p data-bbox="1128 1021 1917 1101">All requirements upon Hirer included in compliance statement to be signed by hirer at end of event</p> <p data-bbox="1128 1114 1998 1281">Conditions of Hire require tables and chairs to be pre-booked to control and minimise requirement for cleaning/disinfecting. Tables and chairs to be put out pre-event and disinfected by Trustees.</p> <p data-bbox="1128 1294 1998 1374">Furniture to be arranged by hirer so as to maximise social distancing (as per Conditions of Hire) disinfected before</p>
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			<p>and after event and left out. Trustees to return to store/storage area. Area for table storage demarked by floor tape.</p> <div style="display: flex; align-items: center; justify-content: center;">  <div style="border: 1px solid black; padding: 5px; margin-left: 20px;">Access to chair store restricted</div> </div>
7		Use of toilets	<p>Only one person to enter at any time so as to maintain social distancing. Clear vacant/engaged locks installed on outer doors. Notices displayed on doors to that effect. 'Now wash your hands' notice displayed. One of two cubicles in ladies' toilet placed out of use as one of two urinals in gents' so as to facilitate cleaning. Hirer to sanitise surfaces, switches, taps, washbasins and handles before after and during event as appropriate.</p>
8		Use of kitchen	<p>Access restricted by conditions of hire Notice on door – no access except to emergency exit unless kitchen pre-booked. Maximum number of 3 persons in kitchen .</p>

			<div data-bbox="1128 172 1330 459" data-label="Image"> </div> <div data-bbox="1438 209 1946 328" data-label="Text"> <p>note unrestricted access to emergency exit must be maintained</p> </div> <p data-bbox="1128 507 1971 778"> If booked in advance surfaces/equipment to be cleaned before and after use (Conditions of Hire) Utensils/crockery/cutlery to be booked in advance and washed before and after use.(Hirer to provide own tea towels.) Used utensils/crockery/cutlery to be placed in designated ‘quarantine cupboard’. </p> <div data-bbox="1128 788 1330 1054" data-label="Image"> </div> <div data-bbox="1476 791 1946 1054" data-label="Text"> <p>Number in kitchen to be limited to 3 at any time (Conditions of hire) Notice to be displayed.</p> </div>
<p>9</p>	<p>GENERAL</p>	<p>Contact tracing</p>	<p>Hirer to record names of attendees to be placed in post box in lobby. Record maintained in a secure location for 3 weeks then destroyed.</p>
<p>10</p>		<p>In the event of someone becoming</p>	<p>A designated and marked safe waiting area with chair and necessary equipment provided adjacent to chair store with</p>

		ill/displaying COVID-19 symptoms.	<p>rubbish bin, paper towels and washing bowl. Box with face shield, gloves, apron and masks provided.</p> <p>Hirer to follow procedure set out in conditions of hire and displayed in safe area. Send person home immediately if possible, noting contact details, otherwise remove person to safe waiting area and tend using PPE provided. Ensure details of all other attendees have been recorded before sending them home after sanitising hands and observing social distancing. Advise that they launder their clothes when arriving home. Booking Clerk to be notified.</p>
11		Requirement for first aid.	Hirer to treat person in safe area using PPE provided there. Inform Booking Clerk so as to ensure PPE & first aid box is replenished/sanitised.