

BVH Risk assessment for Covid-19 V 5.0

The Bisley Village Hall Management Committee of Trustees is responsible for providing a safe facility for all users. This risk assessment addresses the unique risks to health and safety that Covid-19 poses with particular attention to extra precautions needed to ensure the health and safety of our more vulnerable users. It identifies the extra risk from Covid-19 with an indication of how we will mitigate the risks.

Date: August 2021

Name of person completing: Russell Hayes/ Graham Davey Signature of completer:

- “Hall users” is used throughout this risk assessment this should be taken to include Hirers, Trustees, contractors working in the hall, cleaners and other users of the hall. We are all in this together.

Risk	Impact of Risk on BVH	Likelihood of risk happening	Who is at Risk	Description of preventative measures/actions	Action required	Level of remaining overall risk HML	Review date
Failure by Trustees to grasp or implement Covid19 requirements and/or guidelines leads to serious disruption to business, loss of income and loss of users' confidence	H	L	BVH Operational & Financial Reputation	Trustees to keep up to date with requirements and guidance. To especially stay up to date with Government guidelines Follow Acre Guidance	At each milestone of roadmap review polices and assessments then implement necessary measures. Trustee to oversee Acre guidance and give weekly feedback to others. Publish risk assessment Communicate and consult with hall users on regular basis and encourage open dialogue	L	
Failure of Hall user groups to understand Covid risks and to implement robust approaches to dealing with them	M	L	BVH Operational & Financial Reputation	Confirm users are aware of current Government Guidelines (GG) on Covid at all key stages of roadmap Ensure Users seek and implement Covid guidance from their own professional or leading organisations Retain Covid Posters in entrance .	Bookings remain conditional on Trustees seeing users' Covid risk assessments / policies. Ensure Ad Hoc users are aware of their responsibilities Users reminded of their obligations when using the hall to follow our Covid 19 T&C special conditions of Hire Retain NHS track and Trace poster at Entrances	L	

				Ensure users aware of NHS QR Code guidance	Ensure with each change of Guidance posters are reviewed to reflect changes		
Failure to meet government recommendations regards social distancing upon entry/exit, especially for vulnerable groups	M	L	BVH Operational Financial Reputational Hall users	Allow use of other exits. Change booking times to avoid multiple users changing over at the same time	Retain use of a one-way system Inform users of other exits that can be used. Alter booking times on Hall master to reduce congestion.	L	
Failure to meet Government guidance for social distancing inside the Hall (other than toilet area) resulting in potentially risky situations	M	M	BVH Operational Financial Reputational Hall Users	Determine maximum number of users the hall can cope with using GG (Hall and Jubilee) Make groups aware if other groups are using the hall at the same time. Groups required to limit the number of attendees to be within the hall capacity Only events with controlled audience numbers permitted until all Covid-19 restrictions have been lifted	Inform users that the Covid recommended maximum capacity of the Main Hall is 90 and that it is 30 in the Jubilee Room . Larger groups informed they should take additional steps to ensure safety of hall users Once max limit is reached suggest Users apply a 1 in 1 out policy. Ensure users book sufficient time – at least 15 minutes - to setup and clean up afterwards.	L	
Insufficient social distancing space in the toilet area resulting in increased risk of infection.	M	M	Hall users	Reduce opportunity for close encounters with one-out, one-in system. Maximum of 3 persons in the Gents and 3 in the Ladies.	Ask groups to manage use of toilets. Notify groups that other groups are in the building at the same time. Leave the toilet block corridor open.	L	
Failure to prevent spread of Covid via contact	M	L	Hall users	Increase levels of Hall cleaning. Cleaners to sanitise door handles and push plates. Users reminded to clean equipment and surfaces before and after use and to wash hands. Hall to provide back-up cleaning kit	Change cleaning contract to include sanitising door handles and push plates. Retain hand sanitisers at entrance and exits. Pedal bins for disposal of materials in all rooms Ask users to sanitise any equipment including tables and chairs used during their session. Put up notice in toilets and Kitchen for hand washing	L	

					Put up notice in Kitchen to clean any equipment used Check deployed sanitises are filled. Users to use own cleaning materials whenever possible Ask users to complete a form that they have cleaned before and after their session		
Failure to prevent spread of Covid via inhalation or airborne	M	M	Hall Users	So far as is comfortable increase ventilation by ensuring windows can open Ensure Users are clear on update guidance regards ventilation Ask users to apply social distancing where appropriate.	Ensure windows and doors are operational and if not they are clearly marked Suggest hall users wear face masks unless exempt or activity does not require. Ensure the Ventaxia air extraction system is on and working to vent air from the toilet block.	L	
Failure to communicate suspected Covid symptoms in one user group to other Hall users	L	M	Hall Users	Presence of a possible Covid symptom in Hall notified to Trustees	Trustees (Booking Officer) to inform other groups of possible Covid symptoms in the Hall Suspected Covid case to leave hall immediately or moved to the Treatment area. Ventilate Hall afterwards, determine if deep clean needed.	L	

Actions tracking sheet				
			Date:	
Action taken	Review action to be taken by provider	Effective Y/N	Further action needed	Further action Complete by (date)
New Government Guidance issued		16th August		Date read