

BISLEY VILLAGE HALL: GENERIC COVID-19 RISK ASSESSMENT FOR USERS

The table below sets out the areas of risk that you will need to cover, on behalf of your group, when you submit a request to book Bisley Village Hall. This is a list of generic risks reflecting Covid-19 Special Conditions. You should adapt and/or augment it to reflect the particular risks, requirements and circumstances that apply to your group and its activities and fill in your perception of likelihood and risk. You should particularly reflect any specific guidance relating to the activities of your group.

Name of Group:

Name of Group Leader:

Date:

Additional Condition reference number	Risk	Impact of Risk	Likelihood of risk	Risk mitigation	Action required	Level of remaining overall risk	Notes
(See BVH Additional Conditions of Hire)	The nature of potential risks to members of your group and to other people who use the Hall	How badly would your group be affected if the worst were to happen? High, Medium, Low	How likely is it that the worst could happen? High, Medium, Low	What do you need to know and/or do to avoid something bad happening?	What specific actions do you and members of your group need to take to ensure that nothing bad happens?	What do you assess the level of risk will be once you have taken appropriate actions? High, Medium, Low	Use this space to make a note of guidance, sources of information, contacts etc., that might be helpful to you in managing Covid-19-related risks
Observing Covid 19 guidance and requirements							
SC1	Failure to grasp or implement general Covid-19 guidance or requirements resulting in disruption of group activities and/or closure of the Hall.			Keep up to date with guidance and requirements.	<ul style="list-style-type: none"> Implement measures. Communicate with group members and make sure that they understand, accept and observe all relevant guidance and requirements 		General Government guidance and updates. https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities Updated 31 July 2020

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SC1	Failure to grasp or implement guidance or requirements specific to the activities of your group resulting in disruption of group activities and/or increased risk to other Hall users.			Keep up to date with activity/sector-specific guidance and requirements issued by governing or representative bodies.	<ul style="list-style-type: none"> Implement measures. Inform Hall Trustees of specific guidance etc Communicate with group members and make sure that they understand, accept and observe all relevant guidance and requirements 		Record source and date of specific guidance here
SC2 and 4	Member of group arrives at the Hall showing coronavirus symptoms.	H	M	This is the worst possible scenario. Take all possible steps to ensure that it doesn't happen.	<ul style="list-style-type: none"> Ensure no-one with Covid 19 symptoms enters the Hall. Ensure no-one who has had Covid 19 symptoms, or is in household with someone who has had symptoms, in 		https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works

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					the last 10 days attends the meeting. <ul style="list-style-type: none"> If person displays symptoms move them to the Treatment Room, obtain information about their contacts Contact NHS Test, Track and Trace Inform Booking Secretary Immediately. 		
SC2	Member of group falls ill after visiting the Hall and subsequently tests positive for coronavirus			Group leader to be told if group member develop symptoms so that they can, in turn, inform Hall Trustees	<ul style="list-style-type: none"> Contact NHS Test,Track and Trace. Inform Booking Secretary Immediately. 		https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works
SC3	Failure to keep “track and trace” information resulting in inability of			Understand the importance and purpose of Test,	<ul style="list-style-type: none"> Group leaders to keep record of the name, phone 		NB. This information will not be requested by the Trustees of Bisley Village Hall unless and until it is needed for NHS track and trace purposes

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	NHS Test, Track and Trace system to establish source and extent of potential infection			Track and Trace in controlling Covid-19 infection	number and/or email address and arrival/departure time of all attendees for 21 days.		
Hygiene, cleaning and sanitising							
SC 5, 6 and 8	Failure to allow time for, or to carry out, thorough cleaning and sanitising of all items and surfaces which users touch or may have touched with the result that subsequent users are exposed to potential infection.			Awareness, acceptance and observance of guidance relating to hygiene and infection control	<ul style="list-style-type: none"> • Allow sufficient time to be for cleaning/ sanitising. • Clean/sanitise all items/surfaces to be used on arrival and everything that has been used before departure • Group leaders to ensure all members understand, accept and observe hygiene guidance. 		

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					<ul style="list-style-type: none"> Group leaders encouraged to meet attendees at the entrance to ensure they use sanitiser Group leaders to sign a cleaning record before leaving to show that cleaning/sanitising has been done 		
SC7	Users bring equipment into the Hall that has not been thoroughly cleaned/sanitised with the result that other users are exposed to potential infection.			Awareness, acceptance and observance of guidance and best practice relating to hygiene and infection control in relation to the equipment that your group uses.	<ul style="list-style-type: none"> Group leaders to ensure that members understand, accept and observe all requirements (including activity specific requirements) to ensure that the equipment they use is clean 		

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					and Covid-19-safe. <ul style="list-style-type: none"> • Confirm to Hall Trustees that equipment to be brought into the Hall is necessary and Covid-19-safe • Limit movement of equipment around the Hall 		
SC8, 9, 10 11, 19, 21 (and part of SC4)	Failure to maintain respiratory and sanitary hygiene or to dispose of rubbish properly resulting in transmission to other members of group and subsequent users			Awareness, acceptance and observance of guidance and best practice	<ul style="list-style-type: none"> • So far as it is possible keep the space well-ventilated • Use sanitiser on entering and leaving the premises • Preparation of food or drinks not allowed.. Attendees may bring their own food/drink but 		

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					should not share it with others <ul style="list-style-type: none"> • Ensure that, following your session, all rubbish is removed from the Hall to the large waste containers outside. • Double bag all waste generated from use of the Treatment Room but do not dispose of it (See SC4) • No singing or playing of wind or brass instruments allowed until Government restrictions are relaxed 		

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Social distancing/protecting others							
SC 12, 14 and 17	People do not observe Government Guidance on social distancing resulting in increased risk of transmission of infection			Awareness, acceptance and observance of all current guidance and requirements relating to social distancing	<ul style="list-style-type: none"> • Communicate current guidelines and requirements to group members. • Manage social distancing so that everyone maintains 2 metre social distancing everywhere inside the premises and when they are in the immediate vicinity. • Observe 1m+ with mitigation measures in confined areas. • Apply guidelines and requirements issued by governing or representative 		

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					bodies in relation to specific activities. <ul style="list-style-type: none"> • Implement special safeguards for over 70s and more vulnerable attendees. • Position furniture and equipment in such a way as to facilitate social distancing. 		
SC13	Other people exposed to greater risk of infection because of failure to wear face masks				<ul style="list-style-type: none"> • Group Leaders to ensure that group members wear face masks when they are in the Hall unless the activities or individuals are exempt. 		https://www.legislation.gov.uk/ukxi/2020/839/made https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering

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SC15	Failure to follow Hall's one-way system resulting in co-mingling of people inside and/or outside the Hall with potentially increased risk of infection			Observe clearly-signed one-way system.	<ul style="list-style-type: none"> • Users of the Main Hall should go in through the main entrance as normal and out via the emergency exit to the right of the stage • Jubilee Room users should enter and depart via the emergency exit leading out to the car park. • Leaders to ensure doors are properly closed on their departure. • Leaders to leave via main doors which they should lock if no other user is due in immediately. 		

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SC16	Failure to adhere to maximum capacity limits - reflecting Government social distancing requirements – in the Main Hall and Jubilee Room			Observance of the Hall's maximum limits of 30 persons in the Main Hall and 15 persons in the Jubilee Hall	<ul style="list-style-type: none"> • Ensure maximum limits are not exceeded • Be aware of and apply more stringent social distancing limits relating to specific activities/sectors 		
SC 17, 19 and 20	Co-mingling of members of different groups resulting in increased risk of transmission of infection.				<ul style="list-style-type: none"> • Group leaders to make sure that the previous group has left the Hall before their group goes in • All group members (apart from leaders) to have left the Hall 15 minutes before the next group is due to arrive. • No-one other than the members of your group should 		

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					be on the premises. <ul style="list-style-type: none"> • People bringing or picking up attendees should not enter the Hall. 		
SC17	Failure to adhere to specific arrangements relating to the toilet areas resulting in co-mingling in very constricted spaces with increased risk of transmission of infection			Observance of specific arrangements. Because of restricted space the toilet areas are the most vulnerable to cross-transmission of infection.	<ul style="list-style-type: none"> • Strict observance of “one in, one out” • Main Hall users to use the Ladies and Gents (unless disabled) in the main toilet block. • Jubilee Hall users to use the disabled toilet. 		

Submitted on behalf of [name of User group]:

Date:

Approved by Bisley Village Hall Management Committee of Trustees:

Date: