

Lansdown and Langridge Village Hall Risk Assessment for opening during Covid 19 restrictions.
 Completed October 10th 2020 by Harry Umpleby (Treasurer)

Area or people at Risk	Risk Identified	Actions taken to mitigate risk	Notes
Committee members, volunteers and users/hirers	All surfaces touched by visitors. All surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises	Stay at home guidance if unwell at entrance and in Main Hall. Notices reminding of social distancing laws. Hirers/visitors to be asked to clean all surfaces after any hall use.	Consider employing cleaning operatives.
Car Park/paths/exterior areas	Social distancing may not observed as people congregate before entering premises. People drop tissues.	Post notices and reminder signs to encourage care when queueing to enter and importance of social distancing.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain
Entrance hall/lobby/corridor Only entrance/exit	Possible "pinch point" and busy area where risk of social distancing is not observed in a confined area. Door handles, light switches .	Post distancing reminder notices. Notice banning more than one person in corridor at any time. Priority to those exiting. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Provide bin in entrance hall, Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Window curtains. Displays.Pictures	Notices reminding of cleaning regimes. Products to be provided. More bins to be provided. Tape on floor at 2m distance.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched.
Kitchen	Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler, Cooker/Microwave. Serving hatch and screen. Distancing not observed.	Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be Encourage hirers to bring their own Food and Drink for the time being.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary Consider closing kitchen or restricting access..
Storage Rooms (furniture/equipment)	Social distancing more difficult. Door handles in use. Access to toilet thro same door/room. Equipment needing to be moved not normally in use	Decide whether hall cleaner or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Difficult to close off as access to toilet needed.

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Toilets	Social distancing not difficult in toilet. Waiting/queuing for access difficult. Surfaces in frequent use, door handles, light switches, basin, toilet handle, seat etc.	Notices to maintain 2m distance while queuing, including floor tape markings. Notices to ask users to clean all surfaces in the toilet they have touched with spray provided. Cleaning cloth to be binned by each user.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.