

**Knapton Village Hall Covid Risk Assessment**  
**Reviewed August 2021**

<b>Area or People at Risk</b>	<b>Risk Identified</b>	<b>Action Required</b>	<b>Notes</b>
Users including hirers, volunteers, cleaners and contractors	Cleaning surfaces infected by people carrying the virus Disposing of rubbish Someone on premises has Covid Non vaccinated people attending Somebody falls ill as a result of the virus	Use of NHS Track and Trace app or hirer to keep and provide records as per government guidance Staff and volunteers provided with masks as needed Regular cleaning and sanitising Current Covid guidance displayed at entrance If anyone attending tests positive for Covid, the premises must be deep cleaned	Hirer considers actions required as part of their individual risk assessment A supply of masks available at the village hall.
Entrance / Lobbies	Social distancing is not observed in a confined area Infection on door handles, light switches	To encourage users to wear face coverings in confined spaces and for clinically vulnerable people to continue to observe social distancing guidelines All hirers to clean door handles and light switches before and after session Hand sanitiser to be provided	Hirer considers actions required as part of their individual risk assessment
WCs	Infection on door handles, light switches Basins Toilet pans/seats/flushes	Hirer to clean all surfaces before and after each session if WC's used	Ensure soap, paper towels and toilet paper are regularly replenished and hirer considers this as part of their individual risk assessment

<p>Main Hall</p>	<p>Infection on door handles, light switches, window catches, tables, chairs, soft furnishings, blinds.</p> <p>Social distancing is not observed</p>	<p>Hirer to clean all surfaces before and after each session (including cushioned chairs) where used.</p> <p>Social distancing guidance for clinically vulnerable people to be observed by hirers when planning their activities.</p> <p>A maximum of 30 people to attend any activity and 15 only if the activity is physical.</p> <p>To encourage users to continue to wear face coverings when moving from the main hall into other more confined areas of the building e.g. entrance , WC and Kitchen</p> <p>Use of hand sanitiser</p> <p>Hall to be kept ventilated</p>	<p>Hirer to provide all sanitiser and cleaning equipment for main hall</p>
<p>Kitchen</p>	<p>Social distancing is not observed</p> <p>Infection on surfaces and equipment</p>	<p>To encourage users to wear face coverings when in confined spaces. To minimize the number of people in the kitchen at any one time.</p> <p>Hirer to clean all surfaces before and after each session if kitchen used.</p>	<p>Hirer to provide all sanitizer and cleaning equipment for kitchen.</p>