# Risk assessment template

## Company name: Barbon Village Hall Assessment carried out by: JHP

## Date of next review: Ongoing Date assessment was carried out: 18/8/20

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Onwards transmission of Covid 19** | Committee members/volunteers.  Hirers of hall and their guests | Premises closed | 1. The hirer of the hall to do their own risk assessment re Covid for their group and be responsible for it being observed. 2. Provide signage for “Covid awareness” within all areas of Hall. 3. Provide hand sanitiser at front door, toilet and kitchen. 4. No right turn after entering the building, other than going to the toilet block. 5. Disabled toilet only to be used. All other toilets to be cordoned off. 6. Have a one in one out system in place for the toilets area. 7. Signage in toilet area informing of necessity for washing hands regularly. 8. Ensure there are no more than 30 people attending the hall at any one time. 9. Only one function to be allowed in the hall at any time. 10. Each group only to use the brown chairs or red armchairs which have a surface that can be wiped down after use. The red fabric chairs cannot be wiped down so cannot be used. 11. In each area social distancing and facemask covering advice, should be adhered to. 12. If tea/coffee is served it is served through one of the two hatches from the main kitchen. The kitchen in the committee room at the rear of the hall should not be used. All utensils used, to be washed immediately in the dishwasher. 13. All hirer’s to clean toilet used after hiring the hall, using disinfectant supplied. 14. The hirer is responsible for wiping all door handles before entry and exit from the premises. 15. Any equipment/props brought by hirers/users to be taken away at the end of the hired period together with any rubbish generated. 16. A list of all people and their contact details entering the premises to be kept by the group organiser and to be securely retained by them for 21 days. |  | 31/08/2020 |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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