

Risk Assessment for Kennet Valley Hall as at June 22nd 2020

| Area/People at Risk | Risk identified | Actions Taken to Mitigate risk | Notes |
|-------------------------|---|--|---|
| General | People conforming to the basic disciplines related to Covid 19 | Sanitizers to be installed in Reception Area and Kitchen. Appropriate Notices regarding social distancing and hand washing to be posted at front entrance and repeated at appropriate points on the Hall premises | Existing Washing facilities ie soap dispensers and paper hand towels are considered suitable. Sanitizer Wipes to also be made available |
| Volunteers | Infected surfaces resulting from anyone using the Hall | Volunteer will work alone and sanitize all appropriate surfaces after any Hiring | A 3 day gap will be applied after each hiring to enable any contamination to disperse |
| Hirers | Hirers to be responsible for advising and monitoring their Groups actions in conforming to social distancing on the Hall's premises. They will be advised of their responsibilities regards the cleaning of hall areas and surfaces | Special Conditions of Hire to be issued to all Hirers establishing their responsibilities A Hall Committee Volunteer will provide a follow up cleaning of surfaces in general use. During the period in question a minimum gap of three days will be applied between bookings | The volunteer cleaner will be advised to leave the hall empty for three days before carrying out the post hire cleaning process to allow any possible virus effects to clear. Also advised to wear PPE on all such occasions |
| Car park | Little Risk identified | Hirers to be responsible for social distancing on arrival at hall | |
| Main Hall/Meeting Rooms | Contamination of tables, chairs and all touchable surfaces. | The Hirer will be responsible for cleaning all surfaces relative to their use of the hall and it`s furniture. | All other Meeting Rooms will be closed to Hirers. General cleaning of surfaces will still be part of the Hall`s Volunteer follow up procedure |
| Kitchen /Toilets | Social distancing impossible for Hall management to control | Hirers to be responsible for use of these facilities, and cleaning at the end of the hire period. The Hall volunteer will again apply further sanitizing procedures prior to next Hire | Sufficient cleaning materials, soap, paper towels, sanitizer refills to be accessible during Hire period. Hirer to provide all their own beverages, food and tea towels. Hot water to be switched on before July 6 th and system flushed through |