

Parracombe Village Hall Covid -19 Risk Assessment

Completed 05/08/2021 by Jaye Jones and Alison Smith

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Staff, contractors and volunteers -	<p>Cleaning 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. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Volunteers provided with protective overalls and plastic or rubber gloves.</p> <p>Contractors provide their own.</p> <p>Volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>29.09.20</p> <p>1 set overalls + face masks and face shield to be placed in Buff's room. Spare set in kitchen store. Add to contractor guidelines. Added to organiser checklist</p> <p>Charmaine trained and to be made aware of PPE locations</p>

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<p>Staff, contractors and volunteers-</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>No staff in vulnerable category.</p> <p>Volunteers over 70 advised of risk and made aware of location of masks & gloves</p> <p>Regular contact with Charmaine to discuss arrangements. Regular Committee discussions and updates to PCT Board</p>
<p>Internal Spaces</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Create one- way system and provide signage.</p> <p>Door handles, light switches, taps and toilet flush to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Pinch points unlikely for small events such as fitness classes. Larger events need specific risk assessment for one way system – organiser checklist. Including toilets when ladies and gents re-opened. On organiser checklist Provided</p>

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		appropriate to their event.	
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