 **Marston Parish Council**

**COVID-19 Risk Assessment for use of hall**

Use:

Date:

Time from: to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Risk** | **Risk Identified** | **Actions taken to mitigate risk** | **notes** |
| **Entry/Exit** | Users passing one another within social distanced guidelines | Main doors only as Entry with Exit through side door | Laminated Signs made and stuck to doors |
| **Cleanliness of hall** | Hall not cleaned adequately after previous use | Check with Angie when hall last used and cleaned |  |
|  |  | Wipe down door handles and light switches, tables, chairs upon entry and exit |  |
| **Managing social distancing** | Social distancing not maintained | Layout of tables/chairs adapted to provide distancing. Advise group to maintain social distancing upon entry/exit |  |
|  | People queuing in corridor for toilets | Keep toilet doors open when not in use.If door shut then user must return to the main hall and wait |  |
| **Respiratory hygiene** | Transmission to other members of the group | Catch it, Bin it, Kill it. Encourage group to avoid touching mouth, eyes, nose. Any tissue used to be disposed of in bin provided and hands then washed/sanitized | Ensure bins and sanitizer available |
| **Hand cleanliness** | Transmission to other members of the group | Advise group to use hand sanitizer upon entry and to wash hands with soap and water regularly | Check toilets have adequate soap and paper towels |
| **Someone falls ill with COVID-19 symptoms** | Transmission to other members of the group | Follow hall instructions. Move person to safe area away from others, obtain contacts and inform cleaner (Angie) | Deep clean will be required afterwards, inform Angie |
|  |  | Ensure full list of all users maintained – keep list for 3 weeks |  |