

Risk assessment

Company name: Carbrooke Village Hall

Date of next review: July 2020 ongoing

Assessment carried out by: CVB Committee

Date assessment was carried out: 1st July 2020

Reviewed assessment was carried out: 22nd September 2020

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
Spread of Covid 19 Coronavirus	Staff, volunteers, visitors and customers.	<p>Hand Washing</p> <p>Hand washing facilities with soap and water in place With hand sanitiser on all entry and exit points and at Bar.</p> <p>Drying hands with disposable paper towels or dryer.</p>	<p>Staff/volunteers to be reminded on a regular basis to wash their hands for 20 seconds with soap and water.</p> <p>They will also be reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose and mouth with unclean hands.</p>	Bar manager	4 th July 2020	4/7/20

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		<p>Cleaning</p> <p>Hall to have a full clean before re-opening</p> <p>Good ventilation with the opening of doors and windows.</p> <p>Hand sanitiser provided at every entry and exit point.</p> <p>Rubbish to be emptied daily.</p> <p>Appropriate cleaning materials provided.</p>	<p>Frequent cleaning and disinfecting objects and surfaces that are touched using appropriate cleaning materials. Special attention to be paid to all touch points, door handles and toilets to be cleaned hourly with tables to be clean for new customers and toilets operated on a one in one out basis. We have 72 hours in-between opening and Hall will be cleaned after each use.</p>	<p>Bar Manager</p>	<p>4th July 2020</p>	<p>1/4/20</p>

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		<p>Social Distancing</p> <p>Reduce the amount of people in any work area to ensure the two metre gap is adhered to as recommended by Public Health England (PHE)</p> <p>Keep well ventilated by opening of doors and windows.</p> <p>Rule of six now to</p>	<p>Staff, volunteers and customers aware of 2 meter social distancing via signs and barriers that have been put in place.</p> <p>All seating pre-arranged before opening with a one way system in operation. It is table service only so customer will be shown to a table and orders will be taken from table not the bar.</p> <p>Only one member of staff in the Bar at a time.</p> <p>Toilets are one in one out with signs on doors.</p> <p>Maximum of 25 people in the Hall.</p> <p>No groups of more than six</p>	Bar Manager	1 st July 2020	4/7/20

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		be adhered to.	allowed, signage has gone up.	Bar Manager	14 th Sept 2020	14/9/20
		<p>Test and Trace All visitors and customers will have to sign in so if anybody does become ill they can be contacted.</p> <p>If staff, volunteers or customers contract Covid-19 the Hall will be closed for 72 hours and will not re-open until a deep clean has been conducted.</p>	<p>Managers have to ensure anyone entering the Hall signs in so they can be traced if necessary. If they refuse to sign they will not be allowed in.</p> <p>QR code poster for mobile devices to be visible to all customers.</p>	<p>Bar manager</p> <p>Bar Manager</p>	<p>1st July 2020</p> <p>24th Sept 2020</p>	<p>4/7/20</p> <p>22/9/20</p>

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			Managers to point out new QR code to anyone entering the Hall. Poster will be visible at all entry points and notice boards. It can be scanned using the NHS Covid-19 App.			
		<p>Handling of money and stock</p> <p>Encouraging increased handwashing when handling money and when taking deliveries.</p> <p>Encouraging customers to use card machine</p>	<p>Make sure adequate hand sanitiser available to delivery staff as well as our own</p> <p>Encourage card payments over cash with card machine being regularly cleaned and a hand sanitiser beside it.</p>	Bar Manager	1 st July 2020	4/7/20
		<p>PPE</p> <p>Worn when needed</p>	Face masks must now be	Bar Manager	24 th September 20	24/9/20

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			worn by bar staff and customers.			
		<p>Symptoms of Covid 19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidelines.</p>	<p>Committee to ensure any reported cases are dealt with and the Test and Trace sign in is adhered to.</p> <p>Ensure contacts are kept for 3 weeks.</p>			

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		<p>No one experiencing any symptoms of Covid-19 should enter the building.</p> <p>If any staff, volunteers or customers contracts Covid-19 the Hall will be immediately closed for 72 hours and will not re-open until a deep clean has been conducted</p> <p>If we are advised that a member of staff or public has developed Covid-19 and were recently on our premises, the Committee will contact Public Health England to</p>				

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		discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.				

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