



Plumpton Parish Council
Risk Assessment
Village Hall in the event of a pandemic

| | | Action | People at risk | Risk rating | Action completed signed | Review |
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| | <p>Village hall and its uses</p> <p>The Village Hall is a community building run and owned by Plumpton Parish Council, run for the community and hosts a number of clubs/societies and social events.</p> | | | | | <p>Annually, after the detection of Covid-19, On the Governments advice.</p> |
| | Risk identification: | | | | | |
| A | Covid-19 | | | | | |
| 1. | Risk of spreading the virus due to people/person having the virus. | <ul style="list-style-type: none"> To prevent the spread of Covid-19. | Members of the Public (especially | 3 | | As above |

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| | <p>The Parish council has carried out this risk assessment to ensure that every possible action is taken to ensure the safety of anyone entering the building and follows the Governments guidelines.</p> | | <p>those in the high-risk categories) Staff, Contractors, Parish Councillors</p> | | | |
| 2. | <p>Control measures Control measures are in place to protect everyone's health and well-being who enters the building.</p> <p>These actions will be monitored on a regular basis.</p> <p>PPC will take advise from the Government and will amend actions if a risk occurs or when they feel necessary to ensure the public is protected.</p> | <ul style="list-style-type: none"> • Social distancing as per the GOV guidelines must be strictly followed, markers will help guide people in the building. • Social distancing can only be relaxed where an incident/fire occurs that would make this unsafe and endanger lives. • A one-way system will be used, separate entrance, exit (nominated fire exit). • The principle hirer must keep a list of everyone who has entered the building. • Anyone who develops symptoms | As above | 3 | | As above |

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| | | <p>within 21 days of being in the building must inform the PC. So, advice can be sort.</p> <ul style="list-style-type: none"> • Hand sanitising stations will be available for use on entering the building. • An additional hand sanitising station is available by the kitchen door. • Handwashing facilities will be provided in all toilets and the kitchen. • Paper towels are available in the toilets and kitchen. • Hand dryers will not be in operation due to the risk of spreading infected droplets. • All rubbish to be bagged and placed into the bin after EVERY session. | | | | |
| 3. | <p>Additional control measures</p> <p>To help remind people of the importance of hygiene, relevant</p> | <ul style="list-style-type: none"> • A hand washing poster will be displayed in the kitchen and toilets. | As above | 3 | | As above |

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| | posters/guidance sheets will be available throughout the building, as per Government guidelines. | <ul style="list-style-type: none"> Catch it, kill it, bin it posters will be visible on the notice boards. Users are encouraged to bring additional/personal sanitizer/wipes. | | | | |
| 4. | <p>Cleaning control measures</p> <p>To reduce the risk of infection.</p> | <ul style="list-style-type: none"> Each room will be cleaned after use so that it is ready for the next group. As per the cleaning rota. All touch spots which people may have come into contact with will be disinfected. These include Doors handles, sinks, toilets, hand rails Items used (tables, chairs, crockery...) Will be washed by the user and left to one side to be disinfected. One use only cloth's will be available and disposed of after every hire. Tea towels will be securely bagged by the user and left in | As above | 3 | | As above |

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| | | <p>the kitchen, VHM will wash them after a 72hr period on a 60-degree wash.</p> <ul style="list-style-type: none"> • A cleaning rota will be in place • A hirer's request sheet detailing items which they wish to use must be completed and only these items used. | | | | |
| 5. | <p>Additional cleaning, due to THE POSSIBLE contamination of COVID-19</p> <p>If any person who has entered the building and subsequently develops symptoms, the following practice will be put in place.</p> | <ul style="list-style-type: none"> • On report the PC to act and seek advice from the correct body and act in the appropriate manner. • Rooms/areas where the possible infected person has been immediately closed until they have been disinfected. (72 hours after the report) • PPE WILL BE PROVIDED FOR THE PERSON CARRYING THIS OUT. • All PPE will be bagged and disposed of after 72 hrs. • Personal clothing must be removed and immediately | As above | 4 | | |

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| | | washed at 60 degrees once home. | | | | |
| 6. | <p>COVID-19 illness while present on site.</p> <p>If a person shows symptoms of COVID-19 while in the building the following action will followed.</p> | <ul style="list-style-type: none"> The Person must be removed to a pre designated isolation area. Away from others. (cloakroom) Must remain there until they can be taken home or to hospital. All areas where contact has been possible to be closed and disinfected, closed for 72 hours. All items used during the cleaning process to be securely bagged for 72 hours before disposed of. Person carrying out the clean to remove clothing and wash on a 60degree wash as soon as they arrive home. | As above | 4 | | As above |

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| 7. | <p>Deliveries and drivers</p> <p>To ensure the safety of both staff and drivers and to limit access to the building.</p> | <ul style="list-style-type: none"> • Deliveries will be received either outside the building or delivered outside VHM house. • Gloves will be used to remove packaging. • Packaging and gloves to be disposed of in the correct manner. | As above | 2 | | As above |
| 8. | <p>Smoking</p> | <ul style="list-style-type: none"> • Smoking is only allowed outside the building. • Smokers are to adhere to the social distancing guidelines. • Smokers are advised to sanitize/wash hands before and after smoking. • All butts are to be placed in the bin provided. • Hand sanitizer is to be used before re-entering the building. | As above | 2 | | As above |

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RECOMMENDATIONS:

In addition to the above, regular checks will be carried out to ensure the safety of people entering the building as listed using the risk rating below and supporting paperwork kept by the VHM and PC Clerk. Additional checks should be made after a suspected case of Covid-19 has been reported.

RISK RATING

1 = IMPROBABLE, 2 = REMOTE, 3 = POSSIBLE
 , 4 = HIGH RISK (IMMEDIATE ACTION)

This policy should be reviewed annually or after any unplanned maintenance takes place.

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| Risk assessment for: Covid-19 | Establishment: Plumpton Parish council | Created/Assessed by: Jane Donovan Villager Hall Manager | Approved by Council: | Adopted by Council: | Review date: |
| 1st review date: | Reviewed by: | Clerk approval date: | Signed: | Date: | Next review date: |

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