

Assessor: Helen Andrew Completed using Government Guidance and advice from ACRE

Work Area: Indoor and outdoor space at Kingsclere Village Club

The expectations of all hirers to be clearly conveyed in writing prior to using the Club

All hirers to submit their own risk assessment prior to use

'Users' includes volunteers, hirers, employees of renters, contractors, attendees and any other person who may enter the building

The current position

Though the legislation around face masks and social distancing is no-longer in force, the Club recommends the use of face coverings indoors and maintaining social distance.

Good ventilation is essential so doors and windows must be open as much as possible.

The capacity of the Hall is set at 45 to facilitate social distancing and ventilation.

In order for sufficient air circulation to be available, exercise with more than 10 people in the hall requires that the door to the corridor be open if opening the patio doors is not possible.

No	What/where are the hazards	Who might be harmed	Controls	Action/monitored by whom	Action/monitored by when
GENERAL					
1	cleaning	contract, hirer and volunteer cleaners	contractors and hirers are responsible for their own PPE and materials; volunteer cleaners provided with PPE and materials by the club, group or licensee as appropriate; special requirements need if a deep clean is necessary - see No. 15; clear, written cleaning guidance and expectations given; increased waste disposal arranged for (bins and bin collection); supply of soap, sanitisers checked regularly; paper towels or hand driers only; rooms cleared of any unnecessary objects to facilitate cleaning. <i>See also section 4</i>	Actioned by contract, hirer and volunteer cleaners; guidance by H. Andrew	Twice weekly clean; monitored weekly and after any required deep clean. <i>See also section 4</i>

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2	entry/exit	all users	sign forbidding entry to anyone with covid-19 symptoms; staggered start/finish times; marked queueing; one way system as appropriate; clear signage; 'stay covid safe' signs displayed; hand sanitiser available on entry and exit; QR code/hirer record of contact details recommended.	Contact records actioned hirer/class tutor; other by H. Andrew. Monitored by H. Andrew	Monitor weekly
3	pinch points: narrow corridors, stairs, crossing of routes near servery	all users	clear Covid Safe signage in entrance hall and other strategic points; no queuing in corridors; one way system as appropriate; give way where routes cross; clear signage	H. Andrew	Monitor weekly
4	frequent touch areas: light switches, door handles, window handles, banister rails	all users	regular cleaning: hirers responsible for sanitising before session; cleaning expectations and guidance in writing to hirers and displayed; sanitising before/after other sessions (e.g. managed activities) is the responsibility of the club	Actioned by hirers or volunteers; H. Andrew monitor	Action per session; monitor weekly
5	equipment, chairs, tables	all users	hirers responsible for sanitising before session; also for cleaning any storage facility/access; cleaning expectations and guidance in writing to hirers and displayed; cleaning before/after other sessions (e.g. managed activities) is the responsibility of the club	Actioned by hirers or volunteers; H. Andrew monitor	Action per session; Monitor weekly
TOILETS:					
6	toilet block	all users	windows open; handwashing and other Covid aware posters displayed, including closed flush; regular checking of paper towel/soap/sanitiser; hirer responsible for cleaning toilet area following written guidance	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Action per session; monitor weekly

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7	upstairs toilet	all users	as for toilet block	Actioned by all users; H. Andrew action posters and monitor	Monitor weekly
8	disabled toilet	disabled users, cleaners (including hirers and volunteers) and contractors	disabled users only (signage); windows open; handwashing and other regular checking of paper towels etc; Covid aware posters displayed; hirer responsible for cleaning following written guidance. NB: closed flush not possible, requires more extensive clean.	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Action per session; monitor weekly
HALL AND ROOMS					
9	main hall	all users	limit capacity to comply with social distancing guidance; capacity may vary according to activity; cleaning as 4 & 5; posters displayed to encourage Covid safe behaviours	H. Andrew	Monitor weekly
10	Holding room	all users	limit capacity to comply with social distancing guidance; display capacity on door; cleaning as 4 & 5; posters displayed to encourage Covid safe behaviours; one-way system for stairs if there are multiple users on site	H. Andrew	Monitor weekly
11	Meeting Room	all users	Not used if one-way system for upstairs access in use; use as isolation space in case of Covid symptomatic person - see specific entry no. 15	H. Andrew	Monitor weekly
12	other rooms	all users	limit capacity to comply with social distancing guidance; cleaning as 4 & 5; posters displayed to encourage Covid safe behaviours	H. Andrew	Monitor weekly
13	servery and kitchen	all users	Advise limited capacity; cleaning as 4 & 5 plus counter tops; clear signage and guidance posters; expectations shared with hirers in writing	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Monitor weekly
14	serving food and drink	all users	Guidance for cafes followed; tables spaced for maximum social distancing; all crockery, glasses and utensils washed before and after the event; cleaning as 4 & 5	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Action per event; monitor per event
OTHER					

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15	Covid-19 symptomatic user	all users	Signage at door barring entry for those with symptoms; if person's symptoms develop during use: follow ACRE guidance; hard copy in Meeting room and Hall; covid first aid box, plastic chair, bowl, soap and paper towels available in room; poster detailing box contents etc displayed in room; subsequent cleaning will follow the government guidelines: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ; a hard copy available on the premises.	H. Andrew action posters, equipment and materials, and monitor	Monitor signage/supplies weekly; after any use
	Occupation licence (Parish Council, Police, Library, Church Administrator)	licensees, their staff and volunteers; users of their services	licensees are responsible for their risk assessment, safe management and cleaning of their own areas; systems for shared spaces (e.g. kitchen and toilet) agreed with licensees, given in writing and displayed.	Licensees. H. Andrew to liaise re: shared areas	Shared areas monitored weekly
16	Events managed by the Club	all users	no event held that cannot be Covid secure or is not allowed under current guidance; specific risk assessment for every event; all Events committee/volunteers to have copy of risk assessment and other appropriate guidance; no committee member or volunteer from a vulnerable group on the premises; risk assessment shared with speaker/performer; speaker/performers risk assessments needed; before/after cleaning carried out by Events Committee/volunteers following written guidance; display any event specific signage/guidance.	Events Committee	Prior to each event
17	other hirers	all users	ensure event can be covid secure and is allowed under government guidance before accepting; requirements shared well in advance with hirer; display any session specific signage/guidance; hirer responsible for before/after cleaning.	Booking Clerk; H. Andrew action posters, signage, guidance	per event
	the grounds	all users	Play equipment and storage is the responsibility of Bunnies parent and baby group; Parish Paths is responsible for its own equipment; patio chairs, table and all Club outdoor equipment or tools cleaned before use; all equipment stored away when not in use.	Actioned by hirers or volunteers; H. Andrew action posters and monitor	Action per session/event; monitor weekly
	contract tracing	all users	Use of our QR code or hirer record of contact details recommended.	Actioned by hirers or class tutor; H. Andrew monitor	Per session

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