


What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Regular users Visitors Cleaners Parents Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically enters the hall 	<p>Users are reminded to check the most up to date Government guidance relating to Covid-19 and ensure that all advice is followed.</p>	<p>Encourage users to report any problems to the committee</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by the committee as part of the inspection duties to ensure that the necessary procedures are being followed.</p>	All users of the village hall	As & when required	
	<ul style="list-style-type: none"> 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ <p>Gel sanitisers in any area where washing facilities not readily available</p>	<p>Users to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	All users of the village hall	Regularly	

			 <p>CATCH IT Germ spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT Germ can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT Hands can transfer germ to every surface you touch. Clean your hands as soon as you can.</p> <p>NHS</p>			
<ul style="list-style-type: none"> • 		<p>Social Distancing including the Rule of 6</p> <p>Social Distancing - Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. When you cannot stay 2m apart you should stay more than 1 metre apart.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</p> <p>Taking steps to review bookings to reduce number of users on premises at any one time.</p> <p>You must not meet in a group of more than 6, indoors or outdoors, if you do not live with them. The exceptions to this can be found in the guidance above.</p>		<p>All users of the village hall</p>	<p>As & when required</p>	
<ul style="list-style-type: none"> • 		<p>Symptoms of Covid-19</p> <p>If a user of the premises develops Covid-19 symptoms whilst in the premises, they are to leave the building immediately and follow the Government advised actions.</p>		<p>All users of the village hall</p>		

		<p>The premises should be evacuated, and those persons present to also follow the Government guidance.</p> <p>If the committee are advised that anyone using the premises has developed Covid-19 and were recently on our premises, the Chair of the Village Hall will contact the Public Health Authority to discuss the case and will take advice on any actions or precautions that should be taken.</p>				
	<ul style="list-style-type: none"> • 	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Cleaning between Users Adequate cleaning needs to take place between users (see cleaning Schedule)</p>	See Cleaning Schedule – to be adhered to by all users and Cleaning Contractor	All users of the village hall	At the end of every use of the premises	
	<ul style="list-style-type: none"> • 	<p>Face Coverings In line with Government advice, if possible, wear a face covering in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet.</p>	https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#:~:text=Face%20coverings%20do%20not%20replace,covering%20does%20not%20change%20this.&text=You%20can%20make%20face%20coverings%20at%20home.	All users of the village hall that this applies to	As & when required	
	<ul style="list-style-type: none"> • 	<p>Track & Trace requirements It is now a requirement to have a system in place to request and record contact details of visitors to the village hall.</p>				

		<p>We ask, where possible, that each hirer obtain their own NHS QR code and poster to display on the door of the room they are using in the hall. This is to removed after each and every use. Where this is not possible you must have a register that would allow us to be able to contact anyone who has been in the hall (if this is the option chosen you must ensure you keep the records for 21 days)</p> <p>Again there are exceptions to this and they can be found in the link below.</p> <p>https://bit.ly/3kMaUaA</p>				
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