

MISTERTON WITH WALCOTE COMMUNITY TRUST

(Registered Charity number: 1063620)

COVID19 RISK ASSESSMENT

Areas or people at risk	Risk identified	Actions taken to mitigate risk	Notes	
Entrance & foyer	"Pinch point". Risk of difficulty social distancing. Door handles, light switches	One way system: In through main entrance only Exit via meeting room only	Entrance and exit signage on doors placed	
		Floor to be marked to encourage through flow	Arrows affixed to floor	
		Hand sanitiser station to be installed & signage.	Hand sanitiser placed on main hall entry and at exit door to include signage	
		Sign to be placed on main entrance door about entry if you have COVID19 symptoms. Stay at home guidance if unwell	Sign placed on main entry door	
		Cleaning materials for hall users after each usage	Spray disinfectant, cloths and gloves provided in entrance foyer All used materials must be placed in the bin provided	
		COVID19 NHS QRC poster	Mandatory poster	Placed in entrance foyer
Main Hall	Door handles, light switches, tables, chairs.	Hirers will clean during hire as appropriate.	Spray disinfectant, cloths and gloves provided in entrance foyer All used materials	

			must be placed in the bin provided
		Cleaner will clean all hard area in hall once a week	
	Social Distancing not observed.	Signage will remind attendees to maintain social distance	Signage placed in entrance foyer
Meeting Room	"Pinch point". Risk of difficulty social distancing. Door handles, light switches	Exit via meeting room only	Entrance and exit signage on doors placed
		Floor to be marked to encourage through flow	Arrows affixed to floor
		Hand sanitiser station to be installed & signage.	Hand sanitiser placed at exit door to include signage
		Hirers will clean during hire as appropriate.	Spray disinfectant, cloths and gloves provided in entrance foyer All used materials must be placed in the bin provided
		Cleaner will clean all hard area in hall once a week	
	Social Distancing not observed.	Signage will remind attendees to maintain social distance	Signage placed in entrance foyer
Kitchen Area	This area not be used for the time being.	Hirers to must bring their own crockery or cutlery and must bring their own tea towels & take them home afterwards	Notice placed – area not to be used.

			Hirers have been advised
	Social Distancing not observed.	Signage will remind attendees to maintain social distance	Signage placed in entrance foyer
	Door handles, light switches, tables, chairs.	Hirers will clean during hire as appropriate.	Spray disinfectant, cloths and gloves provided in entrance foyer All used materials must be placed in the bin provided
Cleaners Cupboard	Social distancing	Only used by cleaner or for maintenance. Leave to users discretion	
Toilets (Disabled/men's/ladies)	Social distancing	Only one person can use at any time	Signage placed on front of main doors
			Signage placed concerning hand washing
Contractors		Contractors will provide their own protective clothing	Contractors cannot enter building without consent
Car Park	Social distancing not observed	Hall users to be advised of no queuing at entrance	Include with hirer/user risk assessment