

**The Village Club, Strathblane. Coronavirus Risk Assessment Template - Oct. 2020**

<b>HAZARD?</b>	<b>WHO IS AT RISK?</b>	<b>WHERE ARE THE RISK AREAS?</b>	<b>CONTROL MEASURES</b>
Droplet infection risk – lack of physical distance	All hall users Committee members Other contractors / visitors	<b>Close proximity –</b> A. Entering / leaving building B. In both halls C. In kitchen D. In toilets E. In communal areas	<ol style="list-style-type: none"> <li>1. Recommend entering and leaving by the fire door directly from the car park into main hall, avoiding any bottleneck at front door. Kitchen door entry for main group leader only.</li> <li>2. Restrict capacity in halls (this will be dependent on activity planned)</li> <li>3. Only one person in kitchen or store room at any time. No catering permitted.</li> <li>4. Discourage social group gathering in corridor etc</li> <li>5. Queuing system for toilets – limit x 1 in toilet at a time.</li> <li>6. Signage to remind of distancing rules.</li> <li>7. Limit user groups x 1 booking at any time</li> </ol>
Hand to mouth infection risk – contaminated surfaces	All hall users Committee members Other contractors / visitors	<b>Touching –</b> A. Door handles, tables, chairs, worktops, toilets and other hard surfaces. B. Using equipment stored at hall	<ol style="list-style-type: none"> <li>1. Provide suitable cleaning materials and bins for disposal.</li> <li>2. Ensure all handles, hard surfaces, toilets are cleaned regularly and between groups.</li> <li>3. Groups must be responsible for cleaning any equipment (tables, chairs) used.</li> <li>4. Users must bring own water bottles pre filled.</li> <li>5. Deep clean of hall at regular intervals</li> </ol>

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Infection risk from poor personal hygiene measures	All hall users Committee members Other contractors / visitors	Contact with surfaces and equipment handled by others with poor hand hygiene	<ol style="list-style-type: none"> <li>1. Provide hand sanitiser at all entrances and insist on use.</li> <li>2. Liquid soap and paper towels in all toilet areas</li> </ol>
Increased infection risk for vulnerable people	At risk groups – age, medical conditions	Poor physical distancing, hand hygiene, cleaning	<ol style="list-style-type: none"> <li>1. Gather additional information from any vulnerable groups and ensure they have considered risk factors.</li> <li>2. Recommend use of face coverings.</li> </ol>
Increased aerosol infection from recycled air.	All hall users – in particular physical exercise classes.	Re- breathing the same air especially for prolonged periods.	<ol style="list-style-type: none"> <li>1. Increase ventilation by opening windows and doors.</li> </ol>
Responding to suspected cases of COVID 19	All users who might be in contact with symptomatic person	Cross infection	<ol style="list-style-type: none"> <li>1. Ensure group leaders have record of all contact details</li> <li>2. Any person with symptoms must leave the hall immediately.</li> <li>3. The hall committee must be informed immediately if this occurs</li> </ol>