

GGVA Risk Assessment

Name of Section or Activity	Gosforth Garden Village Hall & outside space.	Date of risk assessment	2020	Name of who undertook this risk assessment	Chair	COVID-19 safety rules for Village Hall	AMBER Small groups	COVID-19 3rd Parties readiness level transition	See individual Partners status
------------------------------------	---	--------------------------------	------	---	-------	---	------------------------------	---	--------------------------------

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p>Hazard – something that may cause harm or damage.</p> <p>Risk – the chance of it happening.</p>	<p>Participants,</p> <p>Leaders</p>	<p>Controls – Ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example - you might change the way the activity is carried out.</p>	<p>Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.</p>
<p>Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.</p>	<p>All participants</p>	<p>ONE-WAY SYSTEM IN PLACE.</p> <p># Entrance – Front door of Village Hall</p> <p># Exit – Side door of Village Hall</p> <p>Arrival:</p> <p># Leader waiting outside gate:</p> <p># people social distancing outside</p> <p># hand sanitisation prior to any activity.</p> <p>Departure:</p>	<ul style="list-style-type: none"> ● Use appropriate gate ● Keep to paths on left ● Maintain social distancing

GGVA Risk Assessment

		<p># hand sanitisation on departure via side door.</p> <p># leader to escort participants to street</p>	
Health status of participants	All Participants	Anyone feeling unwell, or who has a member of their household showing symptoms of Covid-19, or asked to isolate, should not attend nor participate in any activity in the building or grounds	<ul style="list-style-type: none"> ● Monitor and reminder by leader
Hygiene of Main Hall: higher risk of infection spread if proper hand gel sanitation not carried out.	All participants	<p>Hand sanitisation gel dispensers at entrance/exit of building and each doorway to other rooms accessed from the main hall.</p> <p># frequent hand gel sanitisation to be undertaken throughout the session unless soap and water used</p> <p># heating controls wiped at end of session if used</p> <p># chairs /tables not in use</p> <p># corridor to be fogged if toilet used</p> <p># toilet fogged at end of session</p> <p># Main Hall to be fogged at end of session</p>	<ul style="list-style-type: none"> ● Hand hygiene ● Social distancing ● Cleansing and Fogging
Hygiene of kitchen: higher risk of infection spread if hygiene not carried out.	All participants	<p>Kitchen facilities: restricted</p> <p># users to bring any items and remove after use.</p> <p># waste items to be taken out and placed in Wheely bin</p> <p># kitchen to be fogged if used</p>	<ul style="list-style-type: none"> ● Restricted facilities ● Use own items and remove ● Cleansing and Fogging
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	All participants	<p>Toilets restricted to one with hand gel sanitation facilities and soap and water with paper hand towels.</p> <p># no fabric towels in use</p> <p># wipes provided for cleaning of flush handle and anything else touched after use</p>	<ul style="list-style-type: none"> ● Cleansing and Fogging

GGVA Risk Assessment

		# toilet to be fogged at end of session	
Hygiene of 3rd Party equipment: Higher risk of infection spread if hygiene not carried out.	3rd Party Partners	3rd Party equipment is not to be stored in Village Hall 3rd Party equipment brought into the premises: # should be sprayed/wiped before and after use and removed at end of session	<ul style="list-style-type: none"> • Cleansing
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Participants	Risk mitigations: # fewer participants # lawn maintained on short cut # no outside equipment provided, participants bring their own. # activities to maintain social distancing # frequent hand sanitisation throughout activity	<ul style="list-style-type: none"> • Grass cutting ongoing
Maintaining social distance during meetings: higher risk of infection spread if social distancing is not maintained.		# maintain social distancing # hand sanitisation	
Review: This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.			

Checked by Line Manager	Name	Checked by Executive	Name
	Date:		Date:
Leader-led activities	Name,	Approved by Executive	Name

GGVA Risk Assessment

	Role / level - NOT REQUIRED FOR 3rd PARTY ACTIVITY Date		Date
Notification of level change	Date and by who		