

# Risk assessment template

**Company name:** Killearn Village Hall

**Assessment carried out by:** KVHOC

**Date of next review:** Aug. '21 or as guidelines updated

**Date assessment was carried out:** 28 Aug.'20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Not washing hands</b>	Users	Soap in toilet areas / kitchen areas COVID hand washing signage	Provide hand sanitiser / blue roll at entrance points Check sanitiser supplies at regular times Signage pointing to hand washing facilities	KVHOC	31-Jul	yes
<b>High traffic areas</b>	Users		Signage reminding of need for social distancing Reducing space usage away from high traffic areas Floor tape markings at entrances / exits	KVHOC	31-Jul	yes
<b>Not cleaning surfaces</b>	Users	Daily cleaning protocols	Introduce surface / touch points cleaning after usage	KVHOC	31-Aug	yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Not social distancing</b>	Users	2 m signage Social distancing posters	Floor tape markings at entrances / exits Max. numbers allowed in spaces – markings on walls in main hall and marker dots on hall floor	KVHOC	31-Jul	Yes
<b>Poor ventilation</b>	Users		Doors open as applicable and extractor can be switched on in main hall	KVHOC	31-Jul	Yes
<b>Exposure from lack of PPE</b>	Users / and contractors	Gloves for cleaning staff	Provision of aprons for cleaning staff. Advising cleaning staff to use face masks	KVHOC	31-Jul	Yes
<b>Contact tracing</b>	Users	Contact details for user making the booking	Requirement for customer to ask users to sign in and to maintain record should KVH need access for contact tracing Group / call organiser to keep details for at least 21 days	KVHOC	31-Jul	Yes
<b>Lack of awareness of guidelines</b>	Users	Ts&Cs	User protocol on display on premises and issued to user making booking – asking them to pass on to their customers	KVHOC	31-Jul	Yes
<b>Overcrowding</b>	Users		Limit number of people given access to hall at any one time – initial limit in main hall = class organiser +	KVHOC	31-Jul	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			12 * ( could be increased subject to guidelines / user risk assessment )			
<b>User becomes ill during time at hall – needs support</b>	Users		Ask class / group organiser to cover procedure in their individual risk assessment and ask that KVHOC is informed if anyone does become ill. Wipes and blue roll provided and bin available which will be emptied after class.	KVHOC	31-Jul	Yes
<b>Consecutive bookings</b>	Users		Give 30 minute * window after each booking before next booking starts and 30 minute window * for next class to prep for start *subject to guidelines and discussion with users	KVHOC	31-Jul	Yes
<b>Spread of virus from clothing</b>	Users		Ask users to come dressed for activities in the hall and if coats / bags required to keep their coats / bags in single plastic bag – to avoid cross contamination	KVHOC	31-Jul	Yes
<b>Spread of virus from equipment</b>	Users		Users to provide own equipment and take equipment away after use	KVHOC	31-Jul	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			If hall chairs / tables being used – these to be cleaned and / or stored for period of 3 days before being reused. ( use stickers to mark date cleaned – as applicable )			
<b>Access to shared toilet facilities</b>	Users	Cleaning materials available in toilet area	Signage on doors to ask users to wash hands / clean afterwards Leave antiseptic wipes in toilet areas	KVHOC	31-Jul	Yes
<b>Persons with symptoms</b>	Users		Booking info and signage to note that nobody should attend the premises if they have symptoms or are self-isolating due to contact with someone with symptoms.	KVHOC	31-Jul	Yes
<b>COVID case identified</b>	Users		KVH informed via class organiser / Scot Govt Test & Protect and will inform other class organisers and close hall to give time to clean prior to re-opening	KVHOC	31-Jul	Yes