

**HUTTON RUDBY VILLAGE HALL
covid 19 related risk assessment**

RISK	ACTION	NOTES
COMMUNICATION	<p>Signage to be posted at main entrance and throughout the hall recommending safe practices and including links to official recommendations and other sources of information</p> <p>All relevant information, including this risk assessment to be accessible via the website.</p>	
SOCIAL DISTANCING	<p>Review room capacities with revised capacities posted in each room and on website.</p> <p>Recommend reduced occupancy of bathrooms with notices on doors.</p> <p>Distance marks on corridor floors.</p> <p>Main Hall only to be used initially avoiding the need for a one way system in back corridor.</p> <p>Discussion with user groups to monitor users movements to avoid face to face contact in narrow corridors.</p>	
HAND SANITISERS	<p>Available in hall porch and main foyer.</p> <p>To be available inside and outside of all bathrooms and kitchen.</p>	

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CLEANING OF SURFACES	Surface cleaner to be available in all bathrooms and kitchen with polite notices regarding use by users Weekly cleaning schedule and before each user group.	
DOOR HANDLES	Door handles to be cleaned at the beginning of each day that the hall is occupied During hall occupancy the use of electrical dorgards and wooden wedges to be encouraged where appropriate to reduce contact with door handles. Last person to leave assumes responsibility for ensuring all doors are closed.	
HAND DRIERS	To be temporarily inactivated to minimise droplet dissemination. To be replaced with adequate supplies of paper towels and disposal bins.	
BATHROOMS:	Check before users arrive. Daily emptying of hand towel disposal bins. Daily checks to be introduced when hall usage increases Signage indicating occupancy limits, polite notice encouraging surface cleaning an advice about hand washing or sanitising repeated if door handles are used.	
KITCHEN:	Check with surface cleaning and removal of rubbish before users arrive. Daily checks to be introduced when hall	

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TEST TRACK AND TRACE	User groups advised to keep attendance records and advice given in information for hirers how to invoke Test, Track and Trace in the event of a member of their group developing symptoms	