

COVID Risk Assessment – Brookwood Memorial Halls, Connaught Road, Brookwood, Woking

The Management Committee acknowledges its responsibility to assess and manage the COVID related infection risks presented by the Hall facilities. At Risk parties may include: cleaners, hirers, trustees, members, volunteers, contractors, public and children who may use or visit the premises; neighbours. Existing precautions should be evaluated. Identified required improvement actions plans should be assigned, scheduled and monitored to completion. Risk actions should be prioritised by risk severity and likelihood of eventuality. Separate Health & Safety, Fire Risk Assessments are completed.

The COVID Risk Assessment of the premises has been conducted with the following results. Steps will be retained until Committee approves otherwise.

Hazards	At Risk	Evaluate, remove, reduce	Action plan	Status
Facilities are not free of COVID virus	Hirers, public, children, committee, cleaner, contractors, staff, volunteers	Daily clean of all worksurfaces, toilets, sinks, door handles, window handles, window sills using soap&water and/or antibacterial spray. Foot openers fitted, auto door closers relaxed. Daily after hires, dispose of washcloths. Remove tea towels.	Cleaner given written instruction and demonstrated. Stocks of antibac spray and alcohol based sanitiser provided for cleaner.	Monitor
Crockery, cutlery, glassware are not free of COVID virus	Hirers, public, children, committee, cleaner, contractors, staff, volunteers	All into storage in locked sealed cupboards. Small supply of disposable cups spoons plates knives forks in unlocked kitchen cupboard.	Weekly supervisor check when hires recommence.	Monitor
Jugs urns Pots pans trays boards etc not free of COVID virus	Hirers, public, children, committee, cleaner, contractors, staff, volunteers	All into sealed locked cabinets.	Supplied on request, users instructed to clean entire cupboard content before and after use. Weekly check of seals.	Monitor
First Aid and Burns kits and contents not free of COVID virus	Hirers, public, children, committee, cleaner, contractors, staff, volunteers	All cleaned before opening. Kept in tamper sealed unlocked cabinet/drawer, daily check by cleaner and recleaned/reported/ resealed as needed.	Cleaner given written instruction, weekly supervisor check.	Monitor
Instructions book and accident report log and pens in drawer not free of COVID virus	Hirers, public, children, committee, cleaner, contractors, staff, volunteers	All removed, hirers guidance is to contact a Committee member as needed.	Cleaner given written instruction, weekly supervisor check.	Monitor
Cleaner may touch COVID infected surfaces	Cleaner	Cleaner guided in use of gloves, Personal Protective Equipment, clothing, cleaning products,	Cleaner given written instruction and demonstration	Monitor

		Anti Bac and alcohol based sanitising products, disposal of rubbish, virus transfer control between work, car and home.		
Cleaning products not free of COVID virus	Premises Manager, Cleaner	All cleaning products cleaned on acquisition and storage (by premises manager) , and when taken into use (by cleaner),	Cleaner given written instruction and demonstration	Monitor
Defibrillator not free of COVID virus	Hirers, children, cleaner, members	Sanitised before return to cabinet pre reopening, Cabinet tamper sealed and inspected weekly, recleaned resealed as needed.	Sanitised, bagged and sealed. Weekly check by Premises Manager	Monitor
Notice board surfaces not free of COVID virus	Cleaner, volunteers, members	All laminated notices cleaned daily. No removable papers.	Cleaner given written instruction.	Monitor
Chairs and tables not free of COVID virus	Hirers, children, cleaner, staff	Notice that Tables chairs trolleys should be cleaned by hirers before use with anti bac spray or soapy water and returned to store after use.	Added to Guidance Stored upholstered chairs rear of stage, only use vinyl covered chairs. Tablecloth removed form use.	Monitor
Hirers and guests may be inadequately familiar with precautions	Hirers, cleaner, contractors	Policy distributed to Hire leaders, published on noticeboard and website, signs on entrance doors. Guidance to wear face covering if preparing or serving food or drink.	Monitor. Hirers to confirm they have read and understand Guidance which they will circulate and uphold.	Monitor
Hirers may carry COVID into/from premises	Hirers	Hall provides hand sanitiser to hirers at cost. Hirers to make it available to arrivars and leavers	Added to Guidance	Monitor
Guests may become symptomatic in premises	Hirers, cleaner, staff	COVID Symptoms kit and guidance in place, includes PPE, paper towels, disposal bags, signage, contact report. Hirer to keep attendance record. Patient to report to NHS.	Add to Guidance, inform hirers, train cleaner, Weekly kit seal check by Premises Manager	Monitor
Guests may clash on arrival and exit	Hirers	Groups – encourage leavers by rear exit. Sign passageways Leave Clear. Face masks required signage.	Added to Guidance, advised to Hirers	Monitor

Usual 2 metre distancing or 1 metre Plus distancing may not be implemented	Hirers	Place illustrations of mat, chair and table positioning in rooms.	Added to Guidance, advised to Hirers	Monitor
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