



Bishop's Cleeve Tithe Barn Village Hall

COVID-19 Risk Assessment 06/08/2020

Hazard	Who is at risk	Controls Required	Other Controls	Action By Who	Action When	Done
Risk of infection of COVID 19	Hirers and Users of the Tithe Barn, Contractors, Trustees.	QR Check-in codes These are displayed around the Tithe Barn	Hirers and users must be encouraged to 'check -in' via the NHS COVID 19 app	Hirer / Management Committee to monitor.	At the beginning of every session.	
		Hand Washing/Sanitising	Hirers must remind their group to handwash/sanitise before entering/leaving their hired room.	Hand sanitiser to be provided by the hirer. Management Committee to monitor and provide emergency face masks/hand sanitiser in entrance hall.	At the beginning and end of each session.	
		Signs & Notices Social Distancing markings and notices in place in corridors and lobby.	Hirers to remind their users about social distancing at the beginning of each session.	Hirer / Management Committee to monitor.	At the beginning of each session.	
		Face Coverings Use of masks whilst moving around the building.	Hirers to ensure their users wear face masks whilst moving around the building e.g. entrance hall, toilets, stairwell, lift <i>*Please Note: Preschool staff are exempt from wearing masks as the Barn is classed as their 'Place of Work'</i>	Hirer / Management Committee to monitor.	At the beginning and during each session.	
		Toilets Reducing the flow of activity by using toilets closest to the hirers room e.g. disable toilet for upstairs users	Downstairs toilets must not be used during Preschool hours. Disabled toilets must be used.	Hirer / Management Committee to monitor.	At the beginning and throughout the session.	
		Handwashing All toilet users must follow GOV guidelines on handwashing e.g. minimum 20 seconds	Posters displayed to provide good handwashing techniques	Users to take responsibility of own handwashing	Every time the toilet is used	

		<p>Cleaning Hirers to clean/disinfect all chairs, tables, surfaces (including doors handles/light switches) and any other Tithe Barn equipment used during their session. Cleaning cloths/wipes must be disposed of in the outside bins only.</p>	<p>Hirers to provide their own disinfectant wipes. Hirers to note what equipment has been used and confirm it has been cleaned.</p>	<p>Hirer / Management Committee to monitor.</p>	<p>At the end of every session.</p>	
		<p>One-Way System All users must follow the one-way system. Enter through the main entrance and exit out of the nearest emergency exit e.g. Meeting Room: sides doors, School Room: patio doors, Main Hall: fire doors etc</p>	<p>Hirers to ensure all fire doors are closed securely before leaving the building. Hirers can leave through the front door to ensure the building is locked completely.</p>	<p>Hirer / Management Committee to monitor.</p>	<p>At the beginning and end of every session.</p>	
		<p>Lift Use of lift is exempt from the one-way system. Only one family in the lift at once. User to be mindful of on-coming users when exiting the building.</p>	<p>Hirers to monitor lift usage. Hirers to wipe internal/external buttons after use.</p>	<p>Hirer / Management Committee to monitor.</p>	<p>At the beginning and end of every session.</p>	
		<p>Social Distancing Hirers and users to practise social distancing at all times. Where it is not possible to remain 1m+ apart, users should work/play side by side or facing away from each other. Where face-to-face contact is essential, this should be kept to 15 minutes or less where possible.</p>	<p>Hirers to keep up-to-date with GOV guidelines for their type of group e.g. children's groups, choirs, etc. Follow GOV Guidelines on "catch it, bin it, kill it"</p>	<p>Hirer / Management Committee to monitor.</p>	<p>During every session. Check updates regularly.</p>	

		<p>COVID 19 Symptoms Hirers and users displaying any COVID-19 symptoms MUST NOT attend the Tithe Barn and must get a test and quarantine themselves for 14 days. Those with a positive test must inform their Hirer/Management Committee and report to NHS COVID-19 Team</p>	<p>Hirers must send home any users in their groups displaying COVID 19 symptoms. The Tithe Barn Committee must be informed immediately. Deep clean must commence after a positive test has been confirmed. Tithe Barn Committee to report positive cases to other hirers and NHS.</p>	<p>Hirer / Management Committee to monitor. GOV UK helpline: 0800 024 1222</p>	<p>During every session.</p>	
		<p>Shared Risk Assessment Agreement The Trustees and Hirers will share their Risk Assessments for the Barn and groups to ensure we are all working together safely</p>	<p>Hirers and Trustees must print and sign a copy of the Shared Risk Assessment Agreement</p>	<p>Hirer / Management Committee</p>	<p>Keep updated regularly</p>	