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[www.claytonvillagehall.org.uk](http://www.claytonvillagehall.org.uk)  
 Registered charity no. 507697

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Staff/volunteers</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to Clayton Village Hall</b></li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels if possible.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitises in any area where washing facilities not readily available</li> </ul>	<p>Employees/volunteers to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels or electric hand dryers. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the hall.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice  <a href="http://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">http://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	<p>CT</p> <p>CT</p> <p>NT</p> <p>NT</p>	<p>30/6/20</p> <p>30/6/20</p> <p>30/6/20</p> <p>30/6/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

		<p><b><u>Vulnerable people</u></b> Anybody that has been identified as vulnerable should be advised not to visit the premises, but if this is essential then precautions must be rigorously adhered to.</p>		CT	30/6/20	✓
		<p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Toilets must be cleaned regularly as the highest regular contact point and plans for accessing the toilet areas safely to be formulated.</p>	A list of cleaning routines will be displayed in the relevant place. Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed	CT	30/6/20	✓
		<p><b><u>Social Distancing</u></b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></p>	Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	CT	30/6/20	✓
		<p>Taking steps to alter walkways to reduce contact and enable social distancing to be observed.</p>	Staff to monitor that the correct use of the walkways is being maintained.	CT	Continuous	✓

		<p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time and to ensure that people only work in teams that mix as little as possible.</p> <p>Face to face meetings to be avoided except where essential.</p> <p><b><u>Lift</u></b> Use of the lift will be restricted to one person during social distancing.</p> <p><b><u>.Wearing of Gloves</u></b> The wearing of gloves is not recommended for non health care settings. Washing of hands and reducing contacts is the best way to avoid the spread of the virus.</p> <p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough, a high temperature or a new loss of smell or taste they will be sent home and advised to get a test for the virus. Management will maintain regular contact with staff/volunteers during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team will contact the</p>	<p>Notices will be posted in the lift</p> <p>Managers will offer support to staff who are affected by Covid-19 or has a family member affected.</p>	<p>CT</p> <p>NT</p> <p>CT</p> <p>NT</p>	<p>30/6/20</p> <p>21/6/20</p> <p>30/6/20</p> <p>30/6/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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			Communicate with companies we receive deliveries from to ensure that contact is kept to a minimum and they are aware of where they should be left.	CT	30/6/20	✓
			Regular communication of mental health information and open door policy for those who need additional support.	NT	30/6/20	✓

		<p><b>Face Covering</b></p> <p>Encourage all users of the hall to wear a face covering, where this is practical and recommended, in order to reduce the potential spread of the virus.</p> <p>From 8th August it will be mandatory to wear a face covering inside the village hall except for those with an exemption and whilst eating in the cafe.</p> <p>Reference:-  <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p>	<p>Install signs on the use of face coverings and pass this information onto all user group leaders and volunteers.</p>	NT/CT	08/08/20	✓
		<p><b>Track and Trace information</b></p> <p>In order to provide contact information to NHS track and trace, the village hall will collect contact information for all the leaders of the user groups that are not run by the village hall, and also collect all the contact details of each user of groups run by the village hall. This data will be kept secure for 21days from collection.</p>	<p>Provide forms for customers/user group leaders to complete and monitor their use.</p>	NT	14/09/20	