

**COVID-19 Risk Assessment** for Brushes Art Club **Venue:** Exton Village Hall **Dated:** 22/10/20 **Produced by** .....

| Area of Risk  | Risk identified   | Actions to take to mitigate risk  | Notes  |
|---|---|---|--|
| Cleanliness of hall and equipment, especially after other hirers                        | Previous hirers may not have not cleaned the hall or equipment used to the standard required. | <p>Sanitise all equipment to be used, using an anti-viral surface cleaner provided by the hall. Use kitchen roll to apply. This must be done before other members of the group arrive.</p> <p>We will not ask for use of the kitchen as this would add to the amount of sanitising that we would need to do. Members will need to bring their own refreshments etc.</p> | <p>Person/ persons responsible for opening &amp; locking up are required (by the hall) to sanitise <u>before &amp; after</u> the other members arrive &amp; leave.</p> <p>Bring cleaning/sanitising products, kitchen rolls etc. in case the hall stock has run out or cannot be found.</p> <p>Bring rubbish sack to take away used kitchen roll etc.</p> <p>Use of the kitchen is at an extra charge during the pandemic.</p> |
| <b>Managing Social distancing</b> and especially people attending who may be vulnerable | People do not maintain sensible social distancing   | <p>Make sure members wishing to wash brushes or get clean water go one at a time to toilet wash basins.</p> <p>Make sure members wishing to use toilets keep to social distancing &amp; do not allow waiting in the foyer.</p>  |  |
| <b>Respiratory hygiene</b>  | Transmission to other members of group  | <p>Members must wear <b>face coverings</b> except whilst eating or drinking.</p> <p>Open windows to increase ventilation.</p> <p>Make sure all members maintain social distancing</p>   | <p>Bring spare disposable face masks in case a member forgets to bring theirs.</p> <p>Ask members to bring extra warm clothing as windows should be opened for ventilation.</p>  |
| <b>Hand cleanliness &amp; Personal items.</b>   | Transmission to other members of group and premises   | <p>Advise group to use sanitiser on entering and exiting the hall.</p> <p>Ask members to bring their own hand sanitiser to avoid repeated trips to the foyer where the hall's sanitiser dispenser is fixed.,</p> <p>Ask members to bring a bag for personal rubbish. &amp; take it home at end of hire session.</p>   | <p>Bring hand sanitiser in case halls dispenser becomes empty.</p>   |
| <b>Someone falls ill with COVID-19 symptoms</b>   | Transmission to other members of group and premises   | <p>They should leave immediately &amp; go home (provided they feel able to do so) If they are too unwell to leave &amp; / or if transport needs to be arranged they must be isolated to the Norton Room whilst transport can be arranged.</p>   | <p>The Norton Room is the halls COVID-19 Safe Room if anyone falls ill.</p>  |

**The above example is a guide only, & based on an Art Club.** You will need to assess the risks & information necessary for your particular activity. Your COVID-19 Risk assessment does not have to be laid out in the same horizontal format. You may need more than one page.