**Coronavirus Risk Assessment Cedar Barn and The Stables**

**December 2021**

The following Risk Assessment is based on the latest Government Covid Guidance as of December 2021. This is subject to change.

Following a Council office closure or change in operating model due to the coronavirus (COVID-19) crisis, the immediate reaction of many Councils was to reopen their offices as soon as possible. However, it is highly likely that the working environment for the next period will be anything but “business as usual” for Hazlemere Parish Council but also for Staff, Councillors, Volunteers and the Community. It is likely that many of the COVID-19 controls put in place during the crisis will remain in place for some time, or only be partially lifted i.e. social distancing requirements etc.

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| **Area of Risk** | **Risk Identified** | **Action to take to mitigate risks** | **Notes** |
| **Cleanliness** of hall and equipment, especially after multiple use in one day | Hirers or cleaner not cleaning the hall or equipment used to standard required, especially on days of multiple users. Our group leaves hall or equipment | Booking Clerk to check halls are cleaned properly and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles etc. | Users to bring their own equipment |
| **Testing and wearing a face mask** | Hirers and their guests meeting in an indoor space | Encourage hirers and their guests to wear a mask or face covering on arrival, departure and when walking around. Encourage Hirers and their guests to take a Lateral Flow Test and if it is positive, or if they are displaying signs of Covid (continuous cough, fever or loss of taste/smell) they do not enter the building. | A sign up reminding Hirers to not enter if they are displaying signs of Covid. |
| **Respiratory hygiene** | Transmission to other members of group | Catch It, Bin It, Kill It. Encourage hirers to avoid touching mouth, eyes, and nose. Provide paper tissues in toilets and kitchen to be disposed into a bin or disposable rubbish bag, then wash or sanitise hands. Sanitizer provided at all entrances and is replaced daily Monday to Friday | Hirers to empty any bins used and take home for disposal. Additional spare rubbish bags to be left in kitchen for hirers use. |
| **Area of Risk** | **Risk Identified** | **Action to take to mitigate risks** | **Notes** |
| **Hand cleanliness** | Transmission to other members of group and premises | Advise hirers to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. | Soap and towels are replaced daily Monday to Friday |
| **Someone falls ill with COVID19 symptoms** | Transmission to other members of group and premises | Follow hall instructions. Move person from Hall, obtain contacts, inform Booking Clerk |  |

A Banham

Clerk

December 2021