

COVID-19 RISK ASSESSMENT (17) for Cononley Village Institute.

Hirers including Stepping Stones, regular hirers, event organisers or private hirers are responsible to ensuring all actions listed on this risk assessment are implemented, plus those highlighted on their own risk assessment.

General Risk Assessment last reviewed by CVI Committee – 14/5/2021

Relevant information: current Government guidance and : <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities> and <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread> Please note that legal restrictions were removed by Government on 19/7/21 and the emphasis is now on individuals to prevent the spread of Covid 19.

Assessment by:	Becky Ward (signed off by Sole Trustee 20/7/21)	Date of assessment:	20.6.20 (signed off by ST), 3.7.20, 18.8.20, 20.8.20, 30.9.20, 25.10.20, 25.1.21, 31.3.21, 19.7.21	Review date:	30 November 2021
People at risk and subject to this risk assessment	CVI staff and volunteers	CVI Visitors	Users attending a CVI event in conjunction with their own risk assessment	CVI regular hirers in conjunction with their own risk assessment	Private hirers in conjunction with their own risk assessment

	MAIN AREAS OF RISK	OBSERVATION	LIKELIHOOD	IMPACT OF RISK with actions	TOTAL	PERSON(S) RESPONSIBLE	ACTION (additional measures) that hirers should consider
1.	Regular hirers and users are responsible for reducing the risk of transmitting covid 19	That CVI has a risk assessment and Government regular publishes / updates national guidance				ALL	Responsibility of all hirers and users to adhere to current CVI risk assessment and published Government guidance Current CVI risk assessment is on display on fire exit notice board (summary) and in CVI entrance hall and on Cononley Parish Council website. Regular hirers are sent a copy of the CVI risk assessment. CVI are NOT requiring proof of negative test or covid vaccination certificates as this

							is not enforceable and may restrict access for some people / groups. Individual groups may ask for this.
2.	Stepping Stones nursery is responsible for managing the risk to Stepping Stones staff, parents, carers and children	Stepping Stones nursery to have a risk assessment and procedures to address this.				Stepping Stones Nursery	Stepping Stones risk assessment in place, CVIAC to be provided with any updated version
3.	Regular hirers are responsible for managing the risk to their users	Legal restrictions removed on 19/7/21 but Government and CVI aware that covid 19 remains in the community.				Regular hirer	<p>Regular hirers and users adhere to CVI risk assessment</p> <p>Each hirer or event organiser must take account of relevant / current Government guidance / guidance from professional body (if appropriate) and is responsible for compliance</p> <p>Covid 19 secure poster provided by CVI to hirers to distribute to users. This poster is on display on front door of CVI.</p> <p>Regular hirers should have a customised risk assessment and CVI may asked for a copy.</p>
4.	Private hirers are responsible for managing the risk to their users	Legal restrictions removed on 19/7/21 but Government and CVI aware that covid 19 remains in the community.				Private hirer	<p>Private hirers sign and conform to Hire agreement with specific criteria relating to Covid 19 and points on Covid 19 secure poster</p> <p>Hirer takes responsibility for organising the event in a format which minimises the risk of spread of covid 19. Private hirers should complete a customised risk assessment on the hire form.</p>

5.	Minimise contact with individuals who are unwell.	CVI caretaker, volunteers, visitors, regular hirers, users and workpeople should not visit or enter CVI if symptomatic or required to self isolate. Aware we are now allowing greater use of the building.	2	2	4	ALL	<p>Only those who are symptom-free, have tested negative or have completed the required isolation period can enter the building.</p> <p>Information poster on front door</p> <p>Anyone developing symptoms should go home immediately, take relevant PCR test and report to NHS Track and Trace if positive.</p>
6.	For regular hirers, visitors, CVI events and private parties ensure that sensible precautions are in place to reduce the risk of transmission of covid infection.	<p>That there are no legal requirements to socially distance (2m rule), wear face coverings, or use QR codes but Government recommends use of precautionary approach.</p> <p>Minimise contact with other groups in the building</p>	2	2	4	EVENT ORGANISER	<p>Wearing of face masks is not mandatory but CVI will encourage it when people are mixing with larger groups of people they do not normally come into contact with. Individuals are encouraged to wear them and groups can ask individuals to wear them.</p> <p>Hires / users are encouraged to ventilate the room / building when in use</p> <p>Hand sanitising to be encouraged to reduce the risk of covid and other respiratory infections.</p> <p>Wherever possible to avoid using the kitchen if nursery are in situ.</p> <p>Relevant posters and advice at entrance</p>
7.	Encourage personal hygiene is maintained within building.	<p>Clean hands regularly.</p> <p>Respiratory hygiene</p>	2	2	4	ALL	<p>Regular hirers / event organisers responsible for advising users about personal hygiene precautions</p> <ul style="list-style-type: none"> Encourage use of sanitiser, located at main entry and exit point

							<ul style="list-style-type: none"> • Running water, soap and paper towels in toilets and kitchens • CVI ensure stocks of sanitiser and paper towels are maintained • CVI display relevant posters • Wearing of facemask is individual choice and is encourage. Event organisers can ask groups to wear them if preferred. • Disposable masks are available
8.	Ensure all high contact surfaces (door handles, hand rails, toilet flush and taps, table tops) are cleaned at end of activity / hire period	Reduce transmission of infections by regular cleaning.	1	2	2	ALL	<ul style="list-style-type: none"> • Surfaces to be cleaned regularly by Stepping Stones nursery and at end of day • Surfaces to be cleaned after regular hirer sessions by hirers • Surfaces to be cleaned by private hirers during and after event. • Twice weekly clean by caretaker. • Cleaning materials provided for hirers • Document all cleaning completed (log book)
9.	Minimise visitors whilst Nursery operating	Caretaker, volunteers, trade visitors / contractors are asked NOT to enter the building whilst Nursery is open unless agreed with Nursery manager / appointment basis.	1	2	2	ALL	<ul style="list-style-type: none"> • Nursery to manage access to building during nursery open hours including access for regular hirers • PC Clerk to arrange post collection with nursery • Daytime regular hirers to liaise with nursery regarding access to building during nursery hours and access to WC's and kitchen.
10.	Use of QR codes and retain contacts no longer a legal requirement	Assist NHS Test and Trace	1	2	2	ALL	<ul style="list-style-type: none"> • Ask all users to continue to use QR code • Ask all regular hirers / private parties and event organisers to

							<p>maintain a contact list for 21 days after event</p> <ul style="list-style-type: none"> Remind all users the requirement to notify NHS test and Trace if you test positive and provide details of close contacts <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>
11	Limits on capacity have been removed for covid but fire regulations set the building capacity at 100 (whole building) or 30 (Meeting room).	Legal restrictions removed on 19/7/21 but Government and CVI aware that covid 19 remains in the community.	2	2	4	ALL	<ul style="list-style-type: none"> Hirers are asked to confirm anticipated numbers on the hirers form, CVI reserve the right to refuse a booking if the numbers exceed capacity or if deemed not to be covid safe. Sensible approach is taken by event organisers and individuals to seating and capacity at events / classes Sensible approach is taken by event organisers and individuals to mixing and socialising with non-household members

LEVELS OF RISK 1 – Very low 2 – Low 3 – Medium 4 – High 5 – Very high

IMPACT OF RISK 1 – Negligible 2 – Limited impact 3 – Medium impact 4 – Serious impact 5 – Fatal