

# COVID-19 RISK ASSEMENT



## Stanpit Village Hall



161 Stanpit, Christchurch, Dorset. BH23 3NE

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Stanpit Village Hall
Tracy Wright
Tracy Wright

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Tracy Wright	Clean and sanitise all door handles, light switches, taps and flush handles at the start of each day. Mop all floors at the end of each day.
To provide adequate training to ensure employees are competent to do their work	Tracey Waters	Ensure all hirers are aware of their responsibilities towards other users and members of their group.
To engage and consult with hirers as requested about health and safety conditions and provide advice and supervision on occupational health	Tracy Wright	Be available to all hirers
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	The hirer	It is the hirers responsibility to ensure they make their members aware of evacuation procedures.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	N/A	
Health and safety law poster is displayed:		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)		First-aid box is located in the entrance to the kitchen.

Signed: (Employer)	Tracy Wright	Date:	27 <sup>th</sup> July 2020	
Subject to review, monitoring and revision by:	Tracy Wright	Every:	1	months or sooner if work activity changes