



COVID-19 Risk Assessment – Chingford Life Drawing

COVID safety officer: Jay Seram

Alternative COVID safety officer: Lili Seram

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes/queries
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to the standard required. Our group leaves hall or equipment without cleaning.	COVID safety officer to prepare the hall before the artists arrive. Hirer to check the chart to see when the hall was cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Any equipment brought will be thoroughly cleaned. Soft equipment will be steam cleaned.
Managing Social distancing with especial reference to people who may be vulnerable	People do not maintain 2m social distancing, or such other distance as advised	Advise the group that they must comply with social distancing as far as possible and use the one-way system. Lay out the hall in advance to make the distancing system clear. Limit toilets use to one at a time.	We will provide hand sanitisers. However, we will ask artists to bring their own hand sanitiser if needed.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Signs displayed. Encourage the group to avoid touching mouth, eyes, and nose. Ask all to dispose of tissues into a	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into bin provided at end of hire.



		bin or disposable rubbish bag, then wash or sanitise hands.	
Hand cleanliness	Transmission to other members of group and premises	Advise the group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow instructions in the Extra COVID 19 conditions (i.e. Conditions of Hire –revised July 2019). Move person to safe area, obtain contacts, inform Voluntary Hall Manager.	There are specific instructions in Every person in the class will provide contact details to the organiser in advance of attending the class.

Date: 1st July 2020

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Appendix: Chingford Life Drawing - COVID-19 Guidelines - July 2020