



**Registered Charity No 1186875**

**Corvid-19 Risk Assessment for Car Boot Sale**

<b>Name of Event</b>	Car Boot Sale	<b>Name of event organiser</b>	Management Committee
<b>Date of Event</b>	Last Saturday of the month	<b>Name of risk assessor</b>	Mike Phillips (Trustee & Chair)
<b>Venue Address</b>	Taff's Well Village Hall	<b>Date of risk assessment</b>	10 <sup>th</sup> July 2021 (Version 2)

<b>Area of Risk</b>	<b>Risk Identified</b>	<b>Action to Mitigate Risk?</b>	<b>Notes</b>
Staff & volunteers. Identify what work might cause transmission of the virus and likelihood staff could be exposed	Disposing of rubbish containing tissues and cleaning cloths	Staff/volunteers provided with protective overalls and plastic or rubber gloves. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance	
Staff & volunteers. Think about who could be at risk and likelihood staff/volunteers could be exposed	Staff & volunteers who are either extremely vulnerable or over 70. Staff/volunteers carrying out cleaning, caretaking could be exposed if a person carrying the virus has entered the premises or falls ill	Staff in the vulnerable category are advised not to attend work for the time being. The situation is discussed with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.	Staff & volunteers will need to be warned immediately if someone is tested positive for Covid 19 who has been on site. Details of a person's medical condition must be kept confidential, unless the volunteer agrees it can be shared



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Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Mark out 2 metre waiting area outside where possible with tape to encourage care when queueing to enter. Cleaner asked to check for rubbish which might be contaminated, eg tissues and remove.	Outside areas are advised by Government to be less risky, the main risk is likely to be where people congregate. Ordinary litter collection arrangements can remain in place.
Entrance Hall/lobby	Social distancing is not observed in a confined area. Door handles, light switches	Mark out 2 metre spacing in entrance area. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.	Hand sanitiser needs to be checked daily.
Main Hall	Door handles, light switches. Window catches. Tables, chair backs and arms. Soft furnishing which cannot be readily cleaned between uses. Screen window, curtains or blinds. Commemorative photos, displays. Social distancing to be observed.	Door handles, light switches. Window catches. Tables, chair and other equipment used to be cleaned before use by hall cleaning staff. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed.	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Kitchen	Social distancing more difficult. Doors & window handles Light switches, working surfaces, sinks, cupboards/drawer handles. Fridge/freezer, crockery/cutlery.	Control numbers using the kitchen so as to ensure social distancing, especially for those over 70. Hall cleaning staff to clean all areas likely to be used before use. Wash, dry and stow crockery and cutlery	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen



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	Kettle/hot water boiler, cooker/microwave	after use. Tea towels to be washed after use. Hand sanitiser to be provide. No food to be prepared.	surfaces, regularly checked and restocked as necessary.
Toilets	Social distancing difficult. Doors and window handles. Light switches, basins. Baby changing and other surfaces. Toilet pans/seats/urinals	Only use unisex toilet to make control of numbers easier to monitor. Committee to control access to toilets, with particular attention to more vulnerable users. Hall cleaners to clean all surfaces etc before public arrive, unless staff have pre-cleaned out of hours. Hall cleaners to clean after the event. Engages/Vacant signs installed on toilet doors.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished and committee member on hand to access re stocking if needed
Outside Events	Handling cash and tickets  Too many people arrive at once  Social distancing is not observed as people congregate	Organisers arrange online system and cashless payments as far as possible, in advance. Queueing system, keeping social distancing. Use one way entrance whenever possible.  Capacity reduced from 25 cars to 10 cars	
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All	Covid-19 case has been identified	Track & Trace is in place in Wales. In the event that a person may have attended	Deep clean of the hall must take place.



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		the hall for a Regular User Class/One off meeting event, the hall will close.	Contact details for all attendees for use in contact tracing.
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Electrical Safety	The use of any portable electrical appliance	No portable electrical appliances to be used	
Hot Food Vans (If used)	Social distancing more difficult.	No tables and chair permitted around hot food, take away only. Vendor not allowed to sell hot & cold drinks. People discouraged from walking around eating food, but encouraged to use the tables set out in main hall, where hot and cold drinks will be available.	Tables wiped down after use and kitchen staff able to monitor and control the number of people in the hall.