



COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

The COVID-19 Risk Assessment has been carried out in consultation any employees (HSE guidance). This draft can be used by voluntary organisations which regularly use the hall. Clubs and societies can sign into this document instead of providing their own drafts.

A key part of the risk assessment is to identify “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant. (Relevant signage is now in place)

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Cloths should be used on light switches and electrical appliances rather than spray disinfectants. Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. Certified Covid-19 clean completed 12 July 2020 On going.</p>

<p>Staff, contractors and volunteers—think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with 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. Provide screen for any reception office Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
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Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify busy areas marking out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly. Daily. On going.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.	Daily. On going.

Main Hall	Soft furnishings which cannot be readily cleaned between use.	Also by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser. Daily. On going.
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	Daily. On going.

<p>Small Hall</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/ Crockery/cutlery Kettle/hot water boiler</p>	<p>Hirers have limited use of the kitchen. Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use. Details of the limited use will be displayed on the kitchen door and updated as Government Restrictions change for hirers.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access. Daily. On going.</p>

Kitchen		<p>Hirers to bring own tea towels. Paper towels will be provided.</p> <p>Hirers to bring their own food and drink for the time being.</p>	
Store cupboards (cleaner etc)	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>	
Storage Rooms - furniture/equipment	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>On going.</p>
Indoor Toilets	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing. Completed.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.</p> <p>Check daily. On going.</p>

Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	Check daily.
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	No access to stage permitted
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Any cash payments to be handled by one individual wearing gloves.	On line payments when ever possible