

## Whaddon Village Hall: Risk assessment during COVID-19

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Staff, contractors and hirers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Attendee at village hall function has COVID-19.</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance work.</p>	<p><b>Stay at home guidance if unwell at entrance and exit and in Special Conditions for Hire document.</b></p> <p><b>Staff/hirers provided with protective overalls and plastic gloves. Contractors provide their own PPE.</b></p> <p><b>Staff/hirers advised to wash outer clothes after cleaning duties and/or use of the hall.</b></p> <p><b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></p>	<p>Cleaner and hirers to be given guidance as to cleaning and disposal of rubbish. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, general purpose cleaning materials are sufficient, rubbish, which includes tissues and cleaning cloths to be double bagged, prior to disposal.</p>
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/hirers could be exposed.</p>	<p>Staff/hirers who are either extremely vulnerable or over 70.</p> <p>Staff or hirers renting the hall, 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><b>Staff in the vulnerable category are advised not to attend work for the time being.</b></p> <p><b>Discuss situation with staff/hirers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work/hire hall is sufficient to mitigate their risks, or whether they should cease such work/group attendance, for the time being.</b></p> <p><b>Talk with staff, trustees and hirers regularly to see if arrangements are working.</b></p>	<p>Staff and hirers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/hirer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p>	<p><b>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b></p> <p><b>Signage to promote social distancing.</b></p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p>

	People drop tissues.	<b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance lobby/internal corridor/store cupboard/kitchen hatch/gents' toilet/rear doors (porched area)	Possible "pinch points" and busy areas where risk of social distancing is not observed.  Door handles, light switches in frequent use.	<b>"Pinch points" identified and 2 metre spacing marked out. Implemented one-way system (entry via original doorway exit via porch patio doors, except for use by people with disabilities) and signage displayed to encourage social distancing.</b>  <b>Door handles and light switches to be cleaned after each hire by Hall cleaner.</b>  <b>Each hirer to clean all touched surfaces before and after hire of the hall.</b>  <b>Hand sanitiser to be provided by hall and available at entrance and exit with signage to encourage use.</b>	Hand sanitiser needs to be checked daily.  Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.  Window curtains or blinds  Social distancing to be observed	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaning staff after every hire.</b>  <b>Each hirer to clean all touched surfaces before and after hire of the hall.</b>  <b>Window net curtains removed and placed in 'cleaning cupboard'.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b>	

Smaller hall	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms.</p>	<p><b>Recommend hirers use main hall and avoid use of small hall.</b></p> <p><b>Surfaces and equipment to be cleaned by hall cleaner prior to next hire.</b></p> <p><b>Each hirer to clean all touched surfaces before and after hire of the hall.</b></p>	Do not allow two groups hiring village hall at the same time
Kitchen	<p>Social distancing more difficult.</p> <p>Door and window handles.</p> <p>Light switches.</p> <p>Working surfaces, sinks.</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer.</p> <p>Crockery/cutlery.</p> <p>Kettle/hot water boiler.</p> <p>Cooker/Microwave.</p>	<p><b>Hirers are asked to control numbers using kitchen to maximum of 2 people, so as to ensure social distancing, especially for those over 70.</b></p> <p><b>Hirers to clean all areas likely to be used before use, place all crockery and cutlery after use in dishwasher and start its cycle.</b></p> <p><b>Hall cleaner to unload dishwasher prior to next hire.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided</b></p>	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Door handles, light switch.	<b>Poster to be placed on door 'no access to hirer'</b>	
Storage Room (furniture/equipment)	<p>Social distancing more difficult.</p> <p>Equipment needing to be moved not normally in use.</p>	<p><b>Tables and chairs to be placed in main hall, to alleviate 'pinch point' when unloading/loading cupboard and support social distancing when setting up hall.</b></p> <p><b>Cupboard to be locked and made unavailable to all hirers</b></p>	
Toilets	Social distancing difficult.	<b>Signage on gents toilet to limit to 1 person usage at time.</b>	

	Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.	<p><b>Hall cleaner to clean all surfaces etc before each hire.</b></p> <p><b>Handwashing posters to be displayed.</b></p> <p><b>Handtowels provided to limit use of hand drier.</b></p>	
Events	<p>Handling cash and tickets.</p> <p>Too many people arrive .</p>	<p><b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited to 25, booked in advance, 2 seats between individuals or households.</b></p>	