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

# NOTE Frequently touched surfaces will be cleaned by the hall warden before every new hiring session. Hirers may like to look at:

# <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes** |
| --- | --- | --- | --- |
| **Warden, Trustees, contractors, volunteers and Hall users –** Identify what activity or situations might **cause transmission of the** virus and likelihood people could be exposed. | **Infected person** attends the hall  **Social distancing not followed.**  **Touching surfaces** contaminated by someone carrying the virus.  **Cleaning** of 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.  **Airborne droplets** | **‘Stay at home guidance if unwell’** at entrance.  **Special Condition of Hire no. 7 requires hirers to ensure social distancing maintained.**  **Frequently touched surfaces**, door handles and light switches to be cleaned between hirings by **Warden**.  **Warden/volunteers/Hall Users** plastic gloves available.  **Warden/volunteers** advised to wash outer clothes after cleaning duties.  Use of **face coverings** encouraged  **Warden** given **PHE guidance** on COVID-19 cleaning and PPE for deep cleaning if required. | **COVID-19 SECURE** notices put up 03/07/20  Special Conditions of Hire sent to all regular users by 30/07/20  Warden’s **COVID-19 cleaning chart** devised and put in hall.  **Spray disinfectant** purchased June 2020  **Hand sanitiser** purchased June 2020  Signs up 21/09/20  Warden completed online training as above 15/07/20 |
| **Warden, contractors,**  **volunteers and Hall users -** think about who could be at risk and likelihood warden/volunteers could be exposed. | **Social distancing not followed.**  Warden/volunteers/Trustees/Hall Users who are either extremely **vulnerable or over 70**.  Mental stress from handling the new situation. | Special Condition of Hire no 7 requires hirers to take particular care to ensure social distancing is maintained for vulnerable & over 70s.  **Talk** with Warden, Trustees, volunteers and Hall Users regularly to see if arrangements are working. | Warden and volunteers Trustees/Hall Users will need to be warned immediately if someone is **tested positive** for COVID-19 who has been on the premises.  Local groups have representative trustees who can raise issues at trustee meetings. |
| **Social distancing requirements and limit on group sizes of 6 or 2 households**  Risk to hirers/event organisers and to those attending the hall | Confusion among hirers.  Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.  Risk of virus spread to all attending an activity or event, rather than one group of <6. | Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.  Adjust hire conditions to cover this.  Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements. | Event organisers are not expected to ask about people’s domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group.  Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions. |
| **Car Park/courtyard/exterior areas** | **Social distancing** may not be observed as people congregate before entering premises.  People **drop tissues**. | Queues unlikely and plenty of room for people to social distance in front of house if waiting to enter the Hall.  **Warden** asked to carry out regular checks of the courtyard forrubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove, put rubbish in appropriate bin. | Social Distancing Reminders displayed – 6th July 2020  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.  Ordinary litter collection arrangements can remain in place. Provide plastic gloves. |
| **Entrance/lobby/corridors** | Temporary single point of entry and exit.  Limited number of toilets.  Door handles, light switches in frequent use. | **Hirers** to ensure orderly and well spaced entry & exit.  **Committee** to ensure bookings well spaced to ensure previous users have left before next ones arrive.  **Hand sanitiser** at temporary entrance. | **Parent/child group organisers informed of temporary entrance arrangements** 10/04/21  **Hand sanitiser** needs to be checked daily by Warden. |
| **Main Hall** | Door handles, light switches, window catches, tables, chairs, heater guards & controls, etc  window & stage curtains  **Social distancing** not observed. | Frequently touched surfaces and other equipment **cleaned** by Warden between hirings.  **Social distancing** reminder notices .  **Hirers** to ensure their activities follow social distancing guidance.  **Users** to be encouraged to **wash hands regularly**.  Window & stage **curtains tied back.** | **Hand sanitiser** in place.  Social distancing reminder notices put up 16/07/20  **Warden** to suggest various **furniture** layouts.  Film Technician to clean projection equipment.  Curtains tied back |
| **Upholstered (padded)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. | **Use wipe-clean plastic chairs.**  **Avoid use of grey padded chairs**. Hirer to inform Warden if padded chairs are used so they can be isolated for 72 hrs. | 8 extra plastic chairs purchased 03/07/20.  **Notice** to use plastic chairs on chair trolley (11/07/20)  **Upholstered chairs only** to be used if necessary and Warden **must** be informed at end of hire session so they can be isolated. |
| **Small meeting room** | **Social distancing** more difficult in smaller areas  Door and window handles Light switches, Tables, chair backs and arms.  **Carpeted floor** less easy to clean. | Recommend hirer **does not use** small meeting room.  Surfaces and equipment to be cleaned by Warden if room used | Small meeting (back) room is designated **isolation room**.  **Isolation room** – complete 01/08/20 except for face shield. Face shield in place 18/09/20 |
| **Kitchen** | **Social distancing** more difficult  Door and window handles, Light switches, Work surfaces, sinks Cupboard handles.  Fridges/crockery/cutlery  kettles/hot water boiler/ cookers/microwave.  Tea towels. | **Hirers** are asked to **control numbers using kitchen** so as to ensure social distancing, especially for those aged over 70.  Posters to encourage 20 sec hand washing.  **Hirers to wash, dry and stow** crockery and cutlery after use.  **Hirers** to bring own **tea towels.** | **Cleaning materials** are available in clearly identified location, eg on the hatch. Regularly checked and re-stocked as necessary.  **Hand washing** notice up  **Warden to clean** between hirings (notice 11/07/20) |
| **Committee Store Room** | Door handles, light switch, cupboard doors. | **Warden** to decide frequency of cleaning. |  |
| **Main Store Room**  (furniture/equipment) | **Social distancing** more difficult.  Door handles in use.  Equipment needing to be moved not normally in use | **Hirer** to control accessing and stowing equipment to ensure **social distancing.**  **Warden** to clean furniture used after each hiring  **Hirer** to **inform warden which tables & chairs were used.** | **Warden** to ensure any used **upholstered chairs are isolated for 72 hrs**. |
| **Toilets** | **Social distancing** difficult.  **Surfaces** in frequent use = door handles, light switches, basins, toilet handles, seats etc.  **Baby changing** and mirror. | **Hirer** to **control numbers** accessing toilets at one time and to avoid queueing in the corridor, with special attention to more vulnerable users.  **Posters to encourage 20 second hand washing.**  **Warden** to ensure soap & paper towels are regularly replenished. | **Warden** to ensure toilets are cleaned after each hiring.  **Hirer** to contact warden directly or by phone 07483378440 in case of shortage of paper towels, etc |
| **Stage** | **Curtains**  **Social distancing**  **Lighting and sound controls** | Consider tying back stage curtains out of reach if hirers are likely to touch them.  **Hirer** to control access and clean as required. | Stage curtains tied back.  **Hirer** to inform Warden if stage has been used. |
| **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 by appropriate social distancing guidance.  Cash payments/donations to be handled by one individual wearing gloves. | Layout of Hall to be configured in line with Government Guidelines (reviewed as guidelines changes)  Wear gloves to handle cash. Used once and binned, then hands washed.  Consider Contactless payments. |