



COVID-19 RISK ASSESSMENT FOR REOPENING THE HALL 21 JULY 2020

This Risk Assessment is based on a sample risk assessment prepared by ACRE (Action with Communities in Rural England) who have generously permitted village and community halls such as ours to produce their own risk assessments based on the sample that ACRE has provided.

We are extremely grateful to ACRE for their guidance, documentation and assistance.

In this Risk Assessment "volunteers" includes any self employed cleaner

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions which trustees of the hall are invited to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Volunteers – Identify what work activity or situations might cause transmission of the virus and the likelihood that volunteers & occasional maintenance workers could be exposed.</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>Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with protective overalls and plastic or rubber gloves.</p> <p>Volunteers advised to wash outer clothes after cleaning duties.</p> <p>Volunteers given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Volunteers may need guidance as to cleaning. For example, that cloths should be used on light switches and electrical appliances rather than spray disinfectants, and that rubberised and glued surfaces can become damaged by use of spray disinfectant applied too frequently.</p> <p>The trustees reserve the right to close the hall for 72 hours to reduce the risk of transmission to the cleaner and volunteers</p>
<p>Volunteers Who could be at risk and how likely that volunteers could be exposed?</p>	<p>Volunteers who are either extremely vulnerable or over 70.</p> <p>Volunteers carrying out cleaning, caretaking or other 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.</p> <p>Talk with volunteers regularly. Are the arrangements working?</p>	<p>Volunteers 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 volunteer’s medical condition should be kept confidential, unless the volunteer agrees it can be shared.</p>

<p>The car park and tarmac area in front of the hall. Paths to sides and rear of hall. The decking on the side facing cricket pitch.</p> <p>Exterior areas generally.</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues in these areas.</p>	<p>Mark out 2 metre waiting area outside front entrance with tape to encourage care when queuing to enter.</p> <p>The cleaner should be asked to check the areas in column one for rubbish which might be contaminated, such as tissues.</p> <p>The cleaner should wear plastic gloves.</p>	<p>Occasional lapses of social distancing in outside areas are less risky. The main risk is likely to be where people congregate or where there are vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Cleaners should be provided with plastic gloves.</p>
<p>Entrance hall, lobby and other busy areas.</p>	<p>There may be “pinch points” in confined areas and in busy areas where there is a risk that social distancing is not observed.</p> <p>Door handles and light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Mark out 2 metre spacing in entrance area. Provide signage as appropriate.</p> <p>Door handles and light switches should be cleaned regularly.</p>	<p>Hand sanitiser (provided by the trustees) will be checked frequently.</p> <p>Provide hand sanitiser in entrance lobby</p> <p>Bins will be provided in the toilet areas and emptied regularly.</p>

<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment including screen control.</p> <p>Window curtains.</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs, steps to stage, and other equipment used are to be cleaned by hirers.</p> <p>Curtain drawstrings must be cleaned by the user using special fabric cleaner.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Notices will be placed near windows warning that drawstrings must be used and cleaned. By 25-07-2020.</p> <p>Hand sanitiser will be installed at entrance to hall as soon as available.</p> <p>Hirers will be issued with and must confirm receipt of a copy of the Covid Secure notice.</p>
<p>Kitchen (where permitted to be used)</p>	<p>Social distancing more difficult.</p> <p>Door and window handles Light & power switches Working surfaces & sinks Cupboard/drawer handles. Fridges/freezers Cooker Crockery/cutlery Kettle/hot water boiler.</p>	<p>Minimise use of kitchen. Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use and wash, dry and stow crockery and cutlery after use.</p> <p>Dishwasher to be used where possible.</p> <p>Hirers to bring own tea towels.</p> <p>Hirers to bring their own food and drink if required.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces or in cloakroom, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p> <p>Regular users have been consulted on whether they need to use the kitchen and/or its facilities.</p>

<p>Storage Rooms for furniture/equipment including for example table tennis and badminton equipment</p>	<p>Social distancing more difficult. Door handles in constant use.</p>	<p>Hirer to clean equipment required before and after use. Hirer to control how equipment is accessed and stowed away in order to encourage social distancing.</p>	
<p>Indoor Toilets</p>	<p>Social distancing difficult. Door handles, light switches, basins, toilet handles, seats mirrors, bins etc in frequent use.</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. Posters to encourage 20 second hand washing. WC lids should be closed before flushing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Consider extract fans above WCS .</p>
<p>Stage</p>	<p>Stage Front Curtains. Lighting and sound controls. Social distancing</p>	<p>Tie back stage curtains so as to be out of reach. Lock sound system unless part of hire. Hirer to control access and clean as required.</p>	<p>Stage curtains to be tied up by 25-07-2020 for the duration of Covid-19.</p>
<p>Events</p>	<p>Handling cash and tickets. Too many people arrive.</p>	<p>Cash payments/donations to be handled by one individual wearing gloves.</p>	