

COVID – 19 Risk Assessment for re-opening Wenhaston Village Hall – July 2020

Area or people at risk	Risk identified	Actions to take to mitigate risk	Work in hand or completed and notes
<p><b>Hall users, self-employed people, volunteers and contractors.</b></p> <p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>Cleaning surfaces infected by people carrying virus</p>	<p>Stay at home guidance if unwell at entrance and in the premises. Supply sanitiser hand gel dispensers in the main lobby and kitchen. Volunteers supplied with protective gloves and aprons</p>	<p>Posters displayed. Gel dispensers in place. Anti-bacterial wipes and anti-bacterial spray available</p>
	<p>Disposing of rubbish containing tissues and cleaning cloths.</p>	<p>Ask people to dispose of tissues into bin and then wash and sanitise hands. Remember to empty bins into outside bin at the end of hire.</p>	<p>Hand sanitisers and bins available in hall and lobby.</p>
	<p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Supply anti-bacterial sprays.</p>	<p>Protective aprons and latex gloves available. Our cleaner has her own protective clothing etc and has deep cleaned the premises prior to opening.</p>
	<p>Occasional maintenance workers.</p>	<p>Provide protective aprons and latex gloves. Contractors and self-employed people provide their own.</p>	<p>Hall users and volunteers to be given guidance about cleaning frequently touched surfaces before and after activities. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p>
	<p>Outside contractors.</p>	<p>Ensure outside contractors are aware of the COVID – 19 special requirements.</p>	<p>A COVID19 first aid box is in place at the recovery area in the hall by the emergency doors, for use in the event of someone falling ill and being unable to get home immediately.</p>

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<p><b>Hall users, self-employed people, volunteers and contractors.</b></p> <p><b>Hall users, self-employed people, volunteers and contractors.</b></p>	<p>Hall users, self-employed people and volunteers who are either extremely vulnerable and/or over 70.</p> <p>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>Discuss situation with any vulnerable (inc over 70) volunteers and self-employed people to identify whether provision of protective clothing and cleaning surfaces etc before and after they work is sufficient to mitigate their risks.</p>	<p>Volunteers and hall user groups to be circulated with details of the new requirements and the provisions put in place. Provide Perspex screen to be fitted for the café bar counter. All hall users 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 person agrees it can be shared. Hall hirers are requested to inform the Booking Secretary if they or their users have any concerns.</p>
	<p>Someone falls ill after attending an event in the hall</p>	<p>Hall hirers are required to make a register of attendees to be kept securely for 21 days</p>	<p>The hall keeps a secure register for hall own events for 21 days.</p>
	<p>Mental stress from handling the new situation.</p>	<p>Communicate with hall users, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Hall users etc will be asked by Committee members if the arrangements are satisfactory.</p>

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<p><b>General risks throughout the hall premises.</b></p>	<p>Door handles, light switches in frequent use.</p>	<p>Door handles and light switches to be cleaned regularly.</p>	<p>Hall users advised to clean frequently touched surfaces before and after hire.</p>
	<p>Other equipment used.</p>	<p>Equipment used to be wiped clean after use</p>	<p>Hall users asked to clean equipment used before and after use.</p>
	<p>Social distancing.</p>	<p>Signs to remind people and a one way system to be put in place where possible, to help social distancing.</p>	<p>Posters and free standing signs available to help direct people.</p>
	<p>Window blinds.</p>	<p>Blinds throughout the premises will need to be opened or closed depending on the activity taking place.</p>	<p>Hall users advised to use hand gel before and after operating blinds.</p>
	<p>Restricting the number of hall users at any one time.</p>	<p>The COVID – 19 Conditions of Hire address this point and numbers are restricted to one quarter of normal use.</p>	<p>The COVID – 19 Conditions of Hire will be circulated to all hall hirers.</p>

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<p><b>Car Park, paths, entrance patio, and exterior areas</b></p>	<p>Social distancing is not observed as people congregate before entering premises.</p>	<p>Signs to remind people about social distancing. In/out system to be recommended.</p>	<p>People are familiar with social distancing now. Signs will be in place to direct people where there is more risk of people congregating.</p>
	<p>People drop tissues.</p>	<p>Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues. Plastic gloves to be worn and rubbish removed.</p>	<p>Ordinary litter collection arrangements can remain in place and the cleaner is self-employed and provides her own equipment</p>
<p><b>Entrance hall/lobby/corridors</b></p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p>	<p>Identify “pinch points” and busy areas. Create one- way system and provide signage.</p>	<p>One way system will help avoid congestion and signage is available.</p> <p>Extra bin in the entrance hall and all bins are emptied regularly by the cleaner.</p>
	<p>People should use hand sanitiser before entering the premises.</p>	<p>Hand sanitiser to be provided in the entrance lobby.</p>	<p>Hand sanitiser dispenser installed. Check regularly.</p>
	<p>Use of library and information leaflets.</p>	<p>Returned books to be placed in a box and quarantined for 72 hours before displaying</p>	<p>Volunteer will manage library.</p>
<p><b>Boiler Room</b></p>	<p>Contaminated padlock or light switch</p>	<p>Limited access only</p>	<p>Boiler team to be advised of recommendations.</p>

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<b>MS Committee room and The Tardis</b>	Social distancing more difficult in smaller areas.	Ask hirers to use a larger meeting space and avoid use of small rooms.	Hirers identified and will be asked to use the main hall.
	Tables and chairs.	Remove upholstered chairs and replace with hard easily cleaned chairs.	Hard chairs in place.
	Photocopier.	Wipe shared copier	Cleaner to wipe copier. Hall hirer requested to clean equipment used before and after use.
	Sink area, kettle and mugs in The Tardis.	Sink area to be cleaned after use and mugs washed in hot soapy water and dried.	Used tea towel to be left to dry.
<b>Main Hall and stage and side room.</b>	Social distancing.	One way system to be put in place where practical to help social distancing	Hall hirers reminded about social distancing guidance to be observed by all hall users.
	Tables and chairs.	Remove upholstered chairs and replace with hard chairs.	Hard chairs in place.
	Stage curtains.	Stage curtains left partially opened, but need to be closed or opened sometimes.	Hall users should use sanitiser gel before and after opening and closing the stage curtains.
	Lighting and sound controls and cinema equipment.	Equipment to be wiped clean after use but the majority is only used weekly or less frequently.	Hall users advised to clean all equipment used.

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<p><b>Kitchen and café bar area</b></p>	<p>Social distancing more difficult.                      Hands to be cleaned regularly.                      Working surfaces, sinks.                      Cupboard and drawer handles.                      Fridge/freezer/chiller.                      Crockery and cutlery.                      Kettle and hot water.                      Use of tea towels.</p>	<p>Hirers are asked to control numbers using the kitchen and café bar, especially the elderly.</p> <p>Signs to remind people to wash hands frequently.</p> <p>Hirers to clean surfaces and cupboard and equipment handles etc before and after use.</p> <p>Wash the crockery and cutlery in hot soapy water, dry and stow after use.</p> <p>Check the temperature of the water at the taps is in line with regulations.</p> <p>Only the clean folded tea towels supplied should be used and then left on the radiators to dry.</p>	<p>COVID -19 Conditions of Hire cover these points.</p> <p>Hand wash and a paper towel dispenser is available.</p> <p>Cleaning materials, latex gloves are available and supplies checked regularly.</p> <p>The water supply has been flushed and the temperatures of the hot water checked.</p> <p>Used tea towels to be collected after 72 hours and washed and returned clean and folded.</p>

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<b>Cleaner's storage cupboard</b>	Not used generally.	Public access unlikely to be required but if used, the same requirement applies to clean the door handle and any equipment used.	Cleaner to decide frequency of cleaning in general.
<b>Loft storage</b>	Equipment used and stored in the loft.	Clean equipment used before and after use.	COVID -19 Conditions of Hire cover these points.
	Social distancing difficult as access is very limited.	Be vigilant about social distancing and restrict numbers of people using the loft.	Hirer to control accessing and stowing equipment to encourage social distancing.
<b>Toilets</b>	Social distancing difficult.	Hall users to be extra vigilant about social distancing in confined areas and in particularly near older people.	The ladies and gent's main toilet doors to be left open to avoid the use of handles and improve visibility to enable users to avoid others in the doorways.
	Hand washing.	Supply anti-bacterial handwash.	Ensure soap, towels and toilet paper are regularly replenished.
	Vanity surfaces and mirrors.	Ask hall hirers to clean all surfaces before use.	Hall hirers asked to clean before and after use.

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<p style="text-align: center;"><b>Events</b></p>	<p>Handling cash and tickets.</p>	<p>Investigate online systems and cashless payments as far as possible.</p>	<p>Currently investigating products and how the banking/accounting system would work.</p>
	<p>Planning layout of hall, chairs and tables.</p>	<p>Cash payments and or donations to be handled by one individual wearing gloves.</p>	<p>Gloves and banking bags provided for cash to be bagged according to type with a note recording how much. Hand in to Jane at the PO who can weigh the bags to check content and she will hold in her safe for 72 hours and spray before handling and banking.</p>
	<p>Too many people arrive.</p>	<p>For performances seats to be limited or booked in advance if practical. Two seats to be left empty between individuals or household groups.</p>	<p>Tickets to be sold for planned events.  Hirer to ensure social distancing seating</p>