

Clive Village Hall Covid 19 Re-opening Risk Assessment

V2 29-08-2020

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. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations in red are mandatory based on Government advice.

Area of Risk	Risk Identified	Actions to Minimise Risk	Notes
Opening & Closing the hall	Key Pad and Entrance Doors (front and back)	Use own hand sanitiser before using the keypad to obtain key and before replacing the key. Clean all outdoor handles touched.	Poster for COVID secure displayed at all entrances.

<p>Entrance lobby</p>	<p>Social distancing is not observed in a confined area Door handles Light switches</p>	<p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p> <p>Floor standing Hand sanitiser to be provided by hall, check and fill weekly. Keep to 2 metre spacing in entrance area. Hirer is responsible for cleaning all surfaces /handles/light switches touched. Catch it/Bin it posters Persons collecting hall users to wait outside.</p>	<p>Hand sanitiser needs to be checked weekly.</p> <p>Additional checks/cleaning will be made at weekends by volunteer cleaners.</p>
<p>Main Hall and Garden Room</p>	<p>Door handles Light switches Window catches Tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between uses. Projection equipment. Screen Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and afterwards</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p> <p>Seating for users to follow Covid Guidance (facing in one direction 2 metres apart) Maximum numbers to follow Covid Guidance - 15 for main hall. 2 in garden room. Door handles, light switches, window catches, tables, chairs and other equipment</p>	<p>Ensure hirers are aware of social distancing requirements, seating arrangements and maximum numbers in the main hall and garden room.</p> <p>Cleaning materials will be supplied by the hall for both the main hall and the garden room.</p> <p>Additional checks/cleaning will be made at weekends by volunteer cleaners.</p> <p>Main hall measures 10.5m x 6m = 63m² ACRE advice based on government guidelines is 63m² divided by 4 to obtain maximum number of people seated.</p>

		<p>used to be cleaned by hirers before use and after wards.</p> <p>Only black plastic chairs may be used and hirer must clean after use. The stage is not to be used.</p> <p>Leave curtains open.</p> <p>Open all windows and keep doors in main hall open (except when Post Office is operating).</p> <p>Catch it/Bin it posters - supply pedal bin with plastic liner - to be removed by hirer after each session.</p>	
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>Dishwasher</p>	<p>The kitchen is not to be used with exception of Wrap Around School Care.</p> <p>Hirers are asked to control numbers using kitchen - only 2 people in kitchen at any time.</p> <p>Hirers to clean all areas likely to be used before use, wash,dry and stow crockery and cutlery after use. preferably use the dishwasher.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, paper towels to be provided</p>	<p>Cleaning materials to be made available in the kitchen.</p>

Toilets	Social distancing difficult surfaces in frequent use - Door handles, basins, toilet seats and handles etc Baby changing and other surfaces	Hirer to control access to toilets, with particular attention to more vulnerable users. Hirer to clean all surfaces in toilets before public arrive and afterwards Mens urinals are closed - use only the 2 other toilets. Wash hands signage	Sufficient Soap, paper towels, tissues and toilet paper provided. Automatic lighting Additional checks/cleaning will be made at weekends by volunteer cleaners.
Storage Cupboard by kitchen	Door handles, equipment eg mops and buckets, hoover etc	Only enter to get floor cleaning equipment	Anti-bac spray and paper towel supplied by hall Automatic lighting
Storage Cupboards (Furniture/Equipment) External Storage Units	Social distancing more difficult Door handles. Equipment needing to be moved not normally in use	Hirer to clean before use. Hirer to control accessing and stowing equipment so as to minimise closer distancing. Hall to supply anti-bac spray and paper towels in cupboard for hirers	Anti-bac spray and paper towel supplied by hall
Boiler Room	Door handle, light switch Social distancing not possible	Public access not allowed.	
Pathways/Outside areas	Social distancing is not observed as people congregate before entering premises. People drop tissues	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Reminder posters about 2m social distancing. If waiting for children at Wrap round school scheme, parents must remain outside the hall and social distance 2m.	Ordinary litter collection arrangements can remain in place.
volunteers - what activity or situation might cause	Cleaning surfaces infected by people carrying the virus.	volunteers provided with	

<p>transmission of the virus and who could be exposed. consider especially those over 70.</p>	<p>Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>protective overalls and plastic or rubber gloves if deep cleaning required.</p> <p>Normal cleaning volunteers to provide their own overalls/aprons and plastic/rubber gloves.</p> <p>volunteers advised to wash outer clothes after cleaning duties.</p> <p>In the event deep cleaning is required, PHE guidance and PPE for use in the event deep cleaning will be followed and provided by the hall.</p> <p>Covid Secure/Stay at home guidance at entrances and in Main Hall.</p>	
<p>volunteers Think about who could be at risk and likelihood volunteers could be exposed</p>	<p>volunteers who are either extremely vulnerable or over 70.</p> <p>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>The situation is discussed with volunteers to identify whether using their own overalls/aprons, plastic gloves is sufficient to mitigate their risks, or whether they should cease such volunteer cleaning/activities for the time being.</p>	<p>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 volunteer agrees it can be shared.</p>
<p>All visitors, hirers & users of the hall. Track and trace users of the hall following identification of a positive test .</p>	<p>Anyone visiting the hall for whatever reason being at risk of spreading the disease should a positive test be returned from a recent hall user.</p>	<p>All users /hirers must keep name, contact details, date and time of entry to the hall. There will be no exceptions.</p>	<p>Any user who has entered the hall will immediately notify Paul Nicholson 01939 220500 or Cath Varga 01939 220651 of any positive test for corona virus, giving date and time of entry. PN and CV will notify the NHS immediately and give details of those at risk of transmitting the disease.</p>

<p>All visitors, hirers & users of the hall.</p>	<p>Anyone visiting the hall for whatever reason being at risk of spreading the disease</p>	<p>On entering a village hall, you will be required to wear a face covering, and will be required to keep it on unless there is a "reasonable excuse" for removing it. This could be for a gym class, if you need to eat or drink something, or if you have a health or disability reason to not wear one</p> <p>In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering</p> <p>This includes (but is not limited to):</p> <ul style="list-style-type: none"> • children under the age of 11 (Public Health England do not recommended face coverings for children under the age of 3 for health and safety reasons) • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability 	
<p>Payment for hall hire Groups encouraged not to handle cash</p>	<p>money collection - surfaces</p>	<p>No cash payments accepted for hall hire - must be made by online banking transfer.</p>	<p>see hall hire special conditions during C19</p>