This document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall’s usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

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 are in three categories colour coded as follows:

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

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

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| **Area or People at Risk** | **Risk identified** | **Actions to mitigate risk** | **Notes** |
| **Staff, contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | Cleaning 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.Occasional Maintenance workers. | **Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.** **Staff/volunteers advised to wash outer clothes after cleaning duties.****Staff given PHE guidance and PPE for use in the event deep cleaning is required.** | Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.PPE should be double bagged and stored in a secure place for 72 hours. If more than one person is working in the Village Hall at any one time, a face covering must be worn by each person.Notice of what time/date the hall was last cleaned will be displayed on the main entrance door and completed each time. Photographic evidence the sheet has been completed will then be sent to the Booking Secretary to hold on file in case of queries. |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed. | Staff/volunteers who are either extremely vulnerable or over 70. 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. Mental stress from handling the new situation. | **Staff in the vulnerable category are advised not to attend work for the time being.** **Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.** **Talk with staff, trustees and volunteers regularly to see if arrangements are working.**  | Staff 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 employee/volunteer agrees it can be shared. Reports of Positive tests/suspected cases will be reported to Anne Nadin – Booking Secretary immediately on 01522 738259 or 07525 460128Discussion with staff members before reopening the hall to determine if they are happy to return and explain the cleaning regime. If staff not happy to return or become ill after reopening further plans to be put into place.Face covering have been made mandatory whilst visiting the village hall from the 8th August 2020. See face covering section for exceptionsIt is important people know they can raise concerns with the Booking Secretary or the Chairperson at any time. A plan to help with this concern will then be put into place. |
| Car Park/paths/ patio/exterior areas  | Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.People drop tissues and disposable PPE | **Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.****Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues/disposable PPE. Wear plastic gloves and remove.** | 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.Encourage those collecting hall users to remain in their cars where possible and the user will be brought to the door by the hall hirer.Distancing tape will be applied to the paths outside the Village Hall entrance (2m distance between) for anyone attending an activity or event in the hall.Ordinary litter collection arrangements can remain in place. Provide plastic gloves and a litter grab. Hirers will be asked to check the outside areas following their sessions. Cleaner/caretaker to report constant findings of tissues/PPE outside of the hall entrance. |
| Entrance hall/lobby/corridors | Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.Door handles, light switches in frequent use.Display notice boards. | **Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.****Door handles and light switches to be cleaned regularly.****Hand sanitiser to be provided by hall****Social distancing guidance to be observed by hirers in arranging their activities. Encourage users to not linger in the hallway to read notices.** | Hand sanitiser needs to be checked daily. Located at entrance, exit points as well as in the entrances to each room. Signs up asking people to use these on entry/exit of the hall/rooms.Distancing tape to be placed on the corridor floor to encourage social distancing whilst waiting for an activity to start.Only those attending activities to enter the hall, anyone dropping of children/adults to remain outside or in their cars and the hall hirer will bring the person to the door when the session finishes.Provide more bins, in entrance hall, each meeting room. Hirer responsible for emptying the bins used during their sessions. Frequently touched objects to be cleaned throughout the session by the hirer/someone in the groupALL hall hirers to remove any items from the notice boards that is not deemed necessary. Anything else must be laminated or behind plastic coverings to allow cleaners to wipe these over. Loose pieces of paper will be removed and thrown away if not laminated or behind glass coverings.No leaflets to be left on radiators or shelves for people to pick up. |
| Main Hall | Door handles, light switches,window catches, tables, chair backs and arms.Soft furnishings which cannot be readily cleaned between use.Projection equipment. Screen.Window curtains or blinds Commemorative photos, displays.Social distancing to be observed | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.** **Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.** **Social distancing guidance to be observed by hirers in arranging their activities.****Hirers to be encouraged to wash hands regularly.** | Consider closing, only hiring when community room is not in use. Cushioned chairs with arms are important for older, infirm people. If these are used, store away from other chairs for 72 hours before being used again (inform the cleaner/booking secretary if this is the case). Use plastic chairs where possible and use antiseptic wipes to wipe down before tidying away. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser. Hirers to regularly wipe down frequently touched surfaces throughout their hire. Will be cleaned by a cleaner/caretaker before the next hire session commences. |
| Community Room | Social distancing more difficult in smaller areasDoor and window handlesLight switchesTables, chair backs and arms.Floors with carpet tiles less easily cleaned. | **Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.** **Surfaces and equipment to be cleaned by hirers before/after use or by hall cleaner.** **Rooms with carpeted floors not hired for keep fit type classes.** | Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.Cushioned chairs with arms are important for older, infirm people. If these are used, store away from other chairs for 72 hours before being used again. Use plastic chairs where possible. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser. Hirers to regularly wipe down frequently touched surfaces throughout their hire. Will be cleaned by a cleaner/caretaker before the next hire session commences. |
| Kitchens | Social distancing more difficult Door and window handles Light switchesWorking surfaces, sinksCupboard/drawer handles.Fridge/freezerCrockery/cutleryKettle/hot water boilerCooker/Microwave | **Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.****Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.** **Hirers to bring own tea towels.****Hand sanitiser, soap and paper towels to be provided****Consider encouraging hirers to bring their own Food and Drink for the time being.** | Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Hirers to provide their own clean tea towels and remove at the end of the session.Consider closing kitchen if not required or restricting access. Encourage hires to advise their groups to bring their own food and drinks to sessions to limit access to the kitchen areas.Any pots/cutlery must be washed in warm soapy water, dried thoroughly and returned to where they got these from after each use. Look at hirers using throw away cups and plates to minimise transmission of infections.Hirers should consider using a table service or pre order service to deliver food/drinks to tables to minimise the need for querying. |
| Cleaners cupboards (cleaner/caretaker) | Social distancing not possibleDoor handles, light switch | **Public access unlikely to be required. Cleaner/caretaker to decide frequency of cleaning.** | Only to be accessed by Cleaner/caretaker/VHC members |
| Storage Cupboards (furniture/equipment) | Social distancing more difficultDoor handles in use. Equipment needing to be moved not normally in use | **Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.**  | Hall hirers to clean any equipment stored in the Village Hall before and after use and before returning them to their storage place. Additional time needs to be added to hire sessions for this to take place.Hall hirer to sanitise surfaces, tables, chairs, door handles, wash basins in the toilets, light switches etc during their session. Cleaner/caretaker to clean in between hirers and a deep clean to be carried out on a weekly basis  |
| Toilets | Social distancing difficult.Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.Baby changing and vanity surfaces, mirrors.  | **Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.****Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.****Consider engaged/vacant signage and posters to encourage 20 second****hand washing.** | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Hirer to wipe down surfaces throughout their session.Limit the number of people allowed to use the toilets to 2 at any one time. (middle cubicle to be kept closed)Posters about hand washing to be clearly displayedBaby changing station located in the disabled toilet to be thoroughly wiped down with antibacterial wipes before and after each use. |
| Boiler Room | Door handle, light switchSocial distancing not possible | **Public access unlikely. Cleaner to decide frequency of cleaning.** | Public DO NOT need to access this area |
| Stage | Curtains Social distancing Lighting and sound controls | **Consider removal of stage curtains or tying back out of reach.****Hirer to control access and clean as required.** | Further planning by the Village Hall Committee needed if the stage is to be required.Hirer to fully clean the stage pieces before and after use before returning to the storage cupboard |
| NHS Track and Trace System | Regular hire groupsOne off hiresRisk of Village Hall having to close due to the risk assessment not being implementedLocal outbreak in COVID 19 meaning that the village hall will have to close | **Possible closure of the hall to complete full deep clean following a suspected case****Users not aware of the risk following someone using the hall.** | ALL hirers to keep a record of everyone who attends their sessions for a period of 21 days following the date of hire. This must now be done using a QR code which can be downloaded. If visitors do not have a phone that is compatible then the paper track and trace needs to be made available. If someone has a confirmed case of COVID 19 that has attended your session all those on that list must be contacted and asked to self-isolate for 7 days. If they develop any symptoms to book in for a test immediately. Hirers must report this to the Booking Secretary immediately.A full deep clean of the hall will then take place before it is hired out again.The Village Hall will have a separate QR code and ALL hirers are being asked to provide their own code for when using the hall |
| Hirers | Regular hire groupsOne off hiresRisk of the hall having to close due to Hirers not following the risk assessment, making the Village Hall not COVID safeFrequently touched objects including light switches, door handles etc | **All equipment used by hirers and stored in the Village Hall must be cleaned before and after use and before restoring. Cleaning of frequently touched objects.****Social distancing whilst attending the session and ventilation** **Payments of cash should be kept to a minimum.** **COVID 19 suspected case.**  | ALL groups who normally store their equipment within the hall storage facilities must clean this before and after use and before returning to the storage cupboard.Hirers are responsible for regularly cleaning any item which is frequently touched throughout their session including door handles, light switches, wash basinsUsers should be situated side by side and not face to face whilst using the hall, with a distance of 2m between each person/household group. From the 24th September only groups of 6 may be seated together. Another group can then be seated separately but must have 2m between each group. Groups MUST NOT mingle during the event and MUST NOT change places with someone else from another group. (Exceptions include playgroup, Preschools, Out of school care, exercise classes) For dance/exercise classes, temporary floor markings should be encouraged to define spacing – these MUST be removed at the end of each session and reapplied before the next session.Only those attending your session should enter the hall. Parents/carers should remain outside or in cars when collecting/dropping off hall users. Session leaders should be at the main entrance to greet/dismiss hall users.Anyone using the hall must make sure that it is well ventilated at all times. This can be done by opening the windows and doors. It is the hirers responsibility to make sure that all these are closed again before leaving the hall.Hirers should encourage users to bring their own food and drink with them to sessions and not to share any equipment with anyone else in the hall.ALL equipment used by hirers must be tidied away at the end of their session. Nothing is to be left out in the rooms they have used.Online payment options should be considered to minimise the risk of transmission when handling cash.Anyone showing signs of COVIC 19 symptoms should be asked not to attend events at the hall and advise them to seek a test as soon as possible.Anyone who shows symptoms of COVID 19 whilst at your activity must follow the treatment plan provided to all hirersAs of the 8th August 2020 Face Coverings have been made mandatory in village halls with a few exceptions (see face covering section for full list)Teenage/Adult parties are not permitted, group singing is also not permitted.From the 24th September, Hirers who offer food and drink during their sessions will have to comply with current guidelines which state that this must be done using table service only. |
| COVID 19 | All users of the Village HallAll Regular hirersOne off HiresVillage Hall Committee membersCleaning staff/contractorsRisk of passing on any symptoms to other users forcing the Village Hall to closeFrequently touched objects including light switches, door handles etc | **Government guidelines must be followed for anyone with symptoms.****Make sure that all hall users are safe, and risk is kept to a minimum.****All protocols are followed and track and trace are used to keep the R number down****Infection control protocols followed** | Anyone who has symptoms should be asked not to attend the Village Hall until tested and a negative result has been obtained. People should not attend the Village Hall even if they have symptoms but a negative result, they should wait until they are completely better.Anyone who presents with COVID 19 symptoms whilst attending a session should follow the treatment plan sent to all hirers before use.The changing rooms of each toilet section has been set up for those who will require collection from the hall. A plastic chair and a copy of the treatment plan has been placed in each room. Hirers should provide the following:* Tissues
* Warm water/soap to wash hands
* Bin bag to put waste into (this must then be double bagged and stored for 72 hours before being collected)
* Make sure you have their contact details for Track and Trace.
* A COVID 19 first aid box (a list has been sent to all hirers)
* Report this to the Booking Secretary immediately so that a deep clean can be arranged for the hall

NHS QR Code must now be used – please see track and trace above for more details |
| Changing rooms | Hall usersHall HirersCleaning Staff/contractorsFrequently touched objects including light switches, door handles etc | **COVID 19 safe rooms only to be used for those with suspected symptoms whilst awaiting collection** | The Girls changing room (COVID isolation room) will be used throughout the day for preschool/afterschool club to access the top playground. If someone displays symptoms of COVID this room must be closed off and only used for that person to isolate in. This room will then need deep cleaning by a member of the cleaning staff before being allowed to reopen for use. If there is any issues with this room only please contact the Village Hall Chairperson Carol Deague. Her number can be found on the noticeboard outside the hall. All other queries should come to the Booking Secretary Anne Nadin. The treatment plan must then be followed.Hirers are encouraged to ask users to arrive at the session changed ready. All hall users are then encouraged to return home to shower and change, laundering clothing worn straight away |
| Face Coverings | Hall usersHall HirersVHC membersParish council membersMembers of the publicStaff/contractors | **Limit transmission from air particles through someone coughing/sneezing and from those you do not normally meet with.****Follow government guidelines to prevent the R value increasing.** | As of the 8th August 2020 anyone attending the village hall (except for exceptions listed below) must wear a face covering.* Children under the age of 11
* People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment/disability
* Employees of indoor settings whilst working
* Police officers or other emergency workers, given that this may interfere with their ability to serve the public
* Where putting on, wearing or removing a face covering will cause you severe distress
* If you are speaking to or assisting someone who relies on lip reading, clear sound or facial expressions to communicate (clear visors could help with this)
* To avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity
* If you are attending somewhere you will be eating/drinking but you must remain seated at your seat.

From the 24th September all visitors to the hall (excluding those above) must wear their face masks at all times. If attending a session where food and drink is provided, you may only remove your mask to eat or drink, this must then be replaced.  |
| Events | Handling cash and ticketsToo many people arrive  | **Organisers arrange online systems and cashless payments as far as possible.** **For performances seats to be limited, booked in advance, 2 seats between individuals or households.** **Extra precautions MUST be taken for bigger events or for events where social distancing may be lapsed.** | Bars will not be allowed to run at the moment at ANY events.When bars recommence, table serves will have to be put into place, stopping people from crowding the bar area.Look into online ticket booking/payment for future events.Seated 2 metres apart and starting from the furthest away from the door. People can sit in groups of six if from the same household, but must maintain a distance of 2m from the next group. Side by side seating must be put in place where possible.Steward toilet breaks one row at a time during interval and look into pre ordered drinks/table service to minimise social distancing limitationsEvents should be organised with extra precautions where live performances are shown to discourage people from having to raise their normal speaking volume to be heard.There should be no group signing by worshippers.Look at contactless payment for refreshments to manage safety and transmission through taking cash paymentsSeated activities/performances must be done with people sitting side by side with a 2m space between each person/household group. Stewards to be used to encourage people to fill the seats furthest from the entrance first, toilet breaks at interval (extra time may be needed for this) and refreshmentsFor individual bookings and requirements please contact the Booking Secretary |