

WEST MEON VILLAGE HALL Covid-19 Risk Assessment August 2020

This document has been approved by the Committee on 24th August 2020 and will be issued to any hall hirers and anyone cleaning or undertaking maintenance.

A key part of the risk assessment is 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. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. 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 take to mitigate risk	Notes and dates completed
<p>Contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p>	<p>Follow 'stay at home' guidance if unwell inside or outside the building.</p> <p>Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Ensure that cleaner understands PPE/PHE guidance and has all the necessary materials for appropriate cleaning and personal safety. Cleaner advised to wash outer clothes after cleaning duties.</p> <p>Committee/Cleaner to only attend hall when there are no other hirers, unless there is a clear requirement. Should a hirer still be in the hall on arrival, wait until the hall is completely vacated.</p> <p>Cleaner should use single use cloths during the current pandemic.</p>	<p>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.</p> <p>High Risk Areas</p> <ul style="list-style-type: none"> • All Door Handles/surrounding areas • All Light switches • All surfaces • Exterior and interior glass • Toilets • Wash Basins • Tables • Handles of any cleaning equipment such as brushes • Kitchen cupboard handles • Key code entry points

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<p>Contractors, Committee Members and other volunteers – think about who could be at risk and likelihood they could be exposed.</p>	<p>Volunteers who are extremely vulnerable. 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>Mental stress from handling the new situation.</p>	<p>Anyone in the vulnerable category are advised not to attend the hall for the time being.</p> <p>Discuss situation with vulnerable volunteers whether they should cease such involvement for the time being.</p> <p>Talk with trustees and volunteers regularly to see if arrangements are working.</p>	<p>It is important people know they can raise concerns.</p>
<p>Users of the Village Hall</p>	<p>Users coming into contact with surfaces or items which have been contaminated with Covid-19.</p>	<p>All users to be sent and acknowledge in writing (email) the Special Conditions of Hire.</p> <p>Details of the measures put in place for hirers and users are also on the Parish Council website.</p>	

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<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Hirers should ensure that they arrive in plenty of time to open doors for users.</p> <p>All hirers should make clear to their customers and other users that congregating outside WMVH is not permitted.</p> <p>Notices are placed inside and outside the hall regarding social distancing.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>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.</p>	<p>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area if advice is not heeded.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall and to be used by all on entering the premises.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each room. Empty regularly.</p>

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Main and Small Halls	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. 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 after use.</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>All Hirers to follow any guidelines recommended by their advisory or statutory bodies with particular regard to distancing and cleaning.</p> <p>Recommend hirers hire Main Hall and avoid using small hall unless necessary.</p> <p>The kitchen is not to be used (see below).</p> <p>Curtains have been looped up away from reach and should not be touched. Stage curtains have been pulled back to avoid unnecessary touching.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Cushions for seating	<p>Virus may remain on fabric and it cannot readily be cleaned between use.</p>	<p>The cushions are not to be used. If hirers need cushions they must bring their own and take them away at the end of the session.</p>	

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Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	<p>To manage the various risks associated with it, the Kitchen remains closed and hirers are not permitted to enter it or use any of the contents – unless to use the First Aid box or Accident Book.</p> <p>Hirers are recommended to bring their own Food and Drink for the time being.</p>	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. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<p>Public access unlikely to be required except for accessing own equipment. Hirers to ensure equipment is cleaned before being stored</p>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<p>Hirer to control accessing and stowing equipment to encourage social distancing.</p>	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Stage	Curtains Social distancing Lighting and sound controls	<p>Stage curtains are to be left open to avoid unnecessary touching.</p> <p>Users should be strongly discouraged from using the stage. A notice will be posted indicating that no-one should be on the stage.</p>	

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Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<p>Hirer to control numbers accessing toilets at one time, with special attention to more vulnerable users. The doors to the main Gentlemen's and Ladies' toilets are to be wedged open. Hirers should ensure that no more than one person uses either of these at any one time, and operates a one-in / one-out system (notices will be posted to indicate this).</p> <p>Hirers are also required to prevent use of the toilets by anyone not in their hiring party e.g. passing walkers. An 'A' board will be placed outside the hall advising that toilets are not available for use by the general public.</p> <p>Hirer to clean all surfaces etc before public arrive.</p> <p>Signage is to be used encouraging hand washing and reminding of the above policies.</p>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.
Events	Handling cash and tickets Too many people arrive	<p>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>	Specific Government advice applies. No performances to be undertaken unless specifically approved by the Committee