

SHARNBROOK VILLAGE HALL – COVID-19 RISK ASSESSMENT

NOTES

Need to look at the Village Hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The cleaner is being consulted, and this draft will be provided to those regularly using 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.

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.

The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes	Date completed
<p>Cleaner, volunteers and contractors – Identify activities that create a risk of infection when providing agreed services</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>Occasional Maintenance workers</p>	<p>Signage - Stay at home guidance if unwell at entrance and in Main Hall</p> <p>Cleaner provided with protective apron and disposable gloves</p> <p>Cleaner advised to wash outer clothes after cleaning duties</p> <p>Cleaner given PHE (Public Health England) guidance and PPE for use in the event deep cleaning is required</p> <p>Contractors provide their own PPE</p>	<p>Schedule of cleaning duties to be agreed by Committee and Cleaner, including cleaning products to be used. (For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants)</p> <p>Cleaner to tick off sheet, sign and date at the end of each clean</p> <p>Cleaner given access to booking calendar to ensure cleans between hirers</p> <p>Ray Mayhew (or other Committee member) to oversee any maintenance work done whilst Hall empty, and before a clean.</p> <p>Keep a log of visitors who are not hirers</p> <p>Consult Cleaner about other areas of concern</p> <p>If Cleaner unavailable, hirers will be notified that they need to clean before hire</p>	

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<p>Cleaner, volunteers and contractors – think about who could be at risk and likelihood cleaner/volunteers could be exposed</p>	<p>Staff/volunteers who are either extremely vulnerable 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>Mental stress from handling the new situation</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being</p> <p>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</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working</p>	<p>Staff and 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 person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared</p> <p>It is important people know they can raise concerns</p>	

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<p>Hirers and Hall Users</p>	<p>Users not socially distancing outside or inside the Hall</p> <p>More than 30 people in Hall</p> <p>Someone becomes ill whilst attending the Hall</p> <p>People trying to enter and leave at the same time</p> <p>Contamination from key safe at entrance</p> <p>Hirers leave not having cleaned and locked up</p>	<p>Signage to remind users to socially distance at Entrance and in the Hall.</p> <p>2m distance points marked out on Hall floor</p> <p>Special Terms of Hire - maximum number restricted to 30</p> <p>Hirer's to complete own Risk Assessment and provide copies to Bookings Secretary prior to hiring</p> <p>Hand sanitiser provided at Entrance, Main Hall entry and exit points</p> <p>“Quarantine” policy in the event of report of an infected person visiting the Hall</p> <p>Signage for Pinch points and One-way system</p> <p>All users to have a key, and to clean the key safe if used</p> <p>Checklist for hirer on exit - cleaned, fire doors closed, windows and doors locked, and bins emptied</p>	<p>Increase hire times without additional charge to allow extra time for set up and cleaning</p> <p>Hirers required to lock entrance door once all users have arrived to stop unauthorised visitors</p> <p>Use bench in the entrance hall Need to purchase a Covid-19 medical pack</p> <p>All Hirers to be sent a version of the Hall Plan, showing entrance and exit routes.</p>	

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<p>Car Park and Entrance</p>	<p>Social distancing is not observed as people congregate before entering premises</p> <p>People drop tissues</p>	<p>Signs to remind visitors to queue at a safe distance</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>Entrance hall and corridor</p>	<p>Possible “pinch points” and busy areas where social distancing is not observed in a confined area</p> <p>Door handles, light switches in frequent use</p>	<p>Mark out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Remove chairs from waiting area</p> <p>Empty the notice board of all but essential information and indicate it is not to be used for notices, to discourage congregating.</p> <p>Door handles and light switches to be cleaned after each hire</p> <p>Hand sanitiser to be provided on wall at Entrance</p>	<p>Hand sanitiser needs to be checked daily by cleaner (add to cleaning duties)</p> <p>Provide bin in entrance hall to be emptied by Hirers</p>	

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<p>Upholstered seating</p>	<p>Virus may remain on fabric – cannot readily be cleaned between use as would damage the fabric</p>	<p>Provide disposable gloves for moving the chairs</p>	<p>Cannot eliminate risk entirely - assess groups that require chairs and assign own storage area</p>	
<p>Kitchen</p>	<p>Social distancing more difficult</p> <p>Door and window handles, Light switches</p> <p>Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p><u>Kitchen not to be used</u>, other than to access light switches, first aid box and router cupboard key</p> <p>Users to be encouraged to bring own food and drink</p> <p>Sign on Kitchen door to say not in use</p>	<p>Cannot lock due to location of First Aid box and light switches</p>	
<p>Stage</p>	<p>Handling of stage</p>	<p>Will not be used</p>		

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Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use Equipment needing to be moved not normally in use	Hirer to clean all own equipment Hirer to control accessing and stowing equipment to encourage social distancing.	Chairs to be arranged for personal group use if possible	
Toilets	Social distancing difficult. Surfaces in frequent use- door handles, light switches, basins, toilet handles, seats etc. Baby changing, mirrors. Users not washing hand thoroughly Use of toilets as a changing area Leaving into a flow of people and attending toilet against One Way sign	Only one person in toilets at a time (unless from same household) Hall cleaner to clean between hires Use of one cubicle and sink only Tape off other sinks/cubicle/urinal Disconnect hand driers Posters to encourage 20 second hand washing Hirers to ensure users arrive in appropriate uniform/outfit Sign on toilet door to wait for hallway to be clear before leaving	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Put up a sign on exit of toilets (and exit from Main Hall) asking anyone going to the toilets to give way to those entering the building.	