

COVID-19 Risk Assessment for re-opening Hadlow Down Village Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, 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>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.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>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.</p>

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<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/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>Cleaning staff to be reminded that those in the vulnerable category are advised not to attend work for the time being.</p> <p>Cleaners should use their own protective clothing.</p> <p>PPE to be available in the event of a deep clean.</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>
<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>2 metre social distancing markers outside all potential entrances to encourage care when queueing to enter.</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>

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Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Main “pinch points” are the entrance hall/toilet area. 2 metre spacing marked in entrance area and toilet area. Oneway system signed with entry through main door and exit through fire door.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance area and main hall. Empty regularly.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaning staff between bookings and by hirers during bookings. Window and door curtains and blinds not to be closed.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Tape provided for hirers to mark the floor as necessary to enforce social distancing. Hirers to be encouraged to wash hands regularly.</p>	<p>Remove window curtains and fasten blinds up. Remove notices from boards.</p> <p>Provide hand sanitiser.</p>

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Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Upholstered chairs have been removed temporarily from the main hall and should not be used.	1 September 2020 Chairs stored in committee room.
Small meeting rooms & offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Committee room is temporarily unavailable to hirers. Cleaners to clean door and window handles, and light switches. Hirers accessing storage in the Committee room to clean door handles and light switches at the end of hire.	1 September 2020
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	Kitchen is temporarily unavailable to hirers. Hirers encouraged to bring their own Food and Drink for the time being. All Food and Drink to be consumed or removed from the premises at the end of the hire. The kitchen is not to be used for the preparation or cleaning up of any Food or Drink.	1 September 2020

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Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/ equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing. Hirer to clean cupboard doors and handles at end of hire.	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	One toilet is temporarily out of use. Hirer to control numbers accessing toilets at one time (limit to 2), with attention to more vulnerable users. Toilet areas will be cleaned between hires. Hirer to clean all surfaces during hire. Posters to encourage 20 second hand washing. Social distancing stickers in place.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.

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Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	1 September 2020 Stage temporarily out of use.
Events	Handling cash and tickets Too 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 household groups. Cash payments/donations to be handled by one individual wearing gloves.	See National Rural Touring Forum guidance, Section 2.6 1 September 2020 No events currently planned.