

# **FRANT VILLAGE HALL – COVID-19 RISK ASSESSMENT**

## **COVID-19 Risk Assessment for re-opening the village hall – August 2020**

The COVID-19 Risk Assessment should be issued to hirers as a document to be observed as part of the Special Conditions of Hire. It should also be issued to cleaners and contractors

A key part of this 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. 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, local authorities and governing bodies relevant to the hirers event/activity.
3. This document is not guaranteed to be comprehensive and Frant Village Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. Hirers must have their own Risk Assessments for their event/activity

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 might be considered**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Staff, contractors and volunteers</b> – 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><b>Stay at home guidance if unwell at entrance and in the 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. An external cleaning contractor will be used in the event deep cleaning is required after a possible CV-19 contamination</b></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>
<p><b>Staff, contractors and volunteers</b>– 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.  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><b>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</b></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.  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>

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.	<b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
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.	<b>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system for busy times and provide signage. Fire door at the end of the corridor could be used as an exit point at busy times</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b>	Hirer to ensure Fire Door is closed before they leave.  Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use. Hall cleaners to clean once a day.</b>	

	<p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p><b>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to promote regular hand washing/sanitising</b></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>
Upholstered seating	<p>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.</p>	<p><b>Cushioned chairs – Hirer must clean their frames and then place them in a designated area in the back storeroom with a label on giving date and time used. Chairs to then remain there for 72 hours before being put back ready for use</b></p> <p><b>Avoid anyone else touching them unless wearing plastic gloves.</b></p> <p><b>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b></p>	<p>Consider asking cleaner or caretaker to check the dates and move chairs back to general use after 72 hours</p>

Small Hall	Social distancing more difficult in smaller areas Door and window handles Light switches	<b>Recommend hirers hire larger Hall and only use small hall when it is a small group Surfaces and equipment to be cleaned by hirers before and after use. Hall cleaners to clean once a day.</b>	Consider for small groups only and as possible overflow for activities in main hall when more attend than expected. May provide a "kettle point" to avoid two groups using the same kitchen.
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	<b>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/after use, wash, dry and stow crockery and cutlery after use. Hirer 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</b>	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	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors.	<b>Hirer to ensure single person access to each toilet suite at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive and after event. Users of Baby changing facilities to clean area after use. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Maybe have engaged and vacant sign for toilet suite entrance Cleaning equipment to be in place for baby changing facility cleaning

Stage	Curtains Social distancing Lighting and sound controls	<b>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.</b>	
Events	Handling cash and tickets Too many people arrive	<b>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.</b>	
Symptomatic COVID-19 Hall user	A user of the Hall becomes symptomatic while attending an event. Ensuring user is looked after appropriately Protecting other users present	<b>The affected person should be removed to the isolation area, which is the room at the back of the stage until they can safely go home. They should be supplied with tissues, a bin or plastic bag and a bowl of warm soapy water for handwashing. Ask others in the group to provide contact details and then leave the premises, observing the hand sanitising and social distancing precautions.</b>	<b>CALL THE HALL SECRETARY Kate Gale 07967056028 so that any special cleaning requirements can be implemented</b>  <b>Advise the other users to launder their clothes when they get home</b>