

# Wrelton Village Hall

## COVID-19 Risk Assessment for re-opening Village and Community Halls – 14<sup>th</sup> July 2020

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. 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 references 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**

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 Main Hall.</b> <b>Hall hirers responsible for cleaning before and after use minimises risk to cleaning volunteers.</b> <b>Volunteers provided with protective overalls and plastic or rubber gloves.</b> <b>Contractors provide their own.</b> <b>Volunteers advised to wash outer clothes after cleaning duties.</b> <b>Volunteers given PHE guidance and PPE for use in the event deep cleaning is required.</b></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><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>Volunteers in the vulnerable consulted about whether they feel able to support village hall at this time.</b> <b>Discuss situation with 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.</b></p>	<p>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 volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
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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> Volunteers asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. 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. 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.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b>	Hand sanitiser needs to be checked weekly. Bins emptied by hirer after each event 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</b>	

	<p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p><b>Before and after use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</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. 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 with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b></p>	<p>Avoid using upholstered chairs wherever possible – store on stage out of sight and prevented from use using tape.</p>

<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p><b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</b> <b>Surfaces and equipment to be cleaned by hirers before and after.</b> <b>Rooms with carpeted floors not hired for keep fit type classes.</b></p>	<p>Hall only hired out to one activity</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p><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 and after use, wash, dry and stow crockery and cutlery after use.</b></p>	<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. Discourage hirers from using the kitchen. Consider closing kitchen if not required or restricting access.</p>

	Cooker/Microwave	<p><b>Hirers to bring own tea towels.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided</b></p> <p><b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b></p>	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<p><b>Public access unlikely to be required. Volunteers to decide frequency of cleaning.</b></p>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<p><b>Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b></p>	<p>Consider whether re-arrangement or additional trolleys will facilitate social distancing</p> <p>Consider access to storage area used by Little Stars and woodcarvers</p> <p>Woodcarvers to store equipment on the stage for the moment</p>

<p>Indoor Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p><b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive and after they leave. Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b></p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.</p>
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Stage	Curtains Social distancing Lighting and sound controls	<b>Consider making stage out of bounds</b>	No access to stage for anyone not on hall committee and woodcarvers
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 individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves.</b>	See National Rural Touring Forum guidance, Section 2.6  <b>No events at the moment – revisit when appropriate</b>
Playground, Play equipment and Outdoor gym equipment	<b>Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives.</b> If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, to enforce social distancing or cleaning by users or parents.	<b>Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</b>	

	If unfenced, not possible to prevent access: Tape will be removed/ignored.		
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