**Snitterfield Village Hall**

COVID-19 Risk Assessment for Snitterfield Village Hall re-opening - July 2020

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:

**Guidance for the Safe Use of multi-purpose Community Facilities:**

https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community- facilities

**Guidance for social distancing and vulnerable people:**

https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe- social-distancing

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.** |
| **Contractors, volunteers and Hall users –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | 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. | **Stay at home guidance if unwell at entrance and in Main Hall. Users/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.****Contractors/volunteers/Hall users advised to wash outer clothes after cleaning duties.****Contractors given PHE guidance and****PPE for use in the event deep cleaning is required.** | Contractors/volunteers/Hall users 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.  |
| **Contractors,volunteers & Hall users**– think about who could be at risk and likelihood contractors/volunteers/users could be exposed. | Contractors/volunteers/users who are either extremely vulnerable or over 70.Contractors 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.Mental stress from handling the new situation. | **Contractors/volunteers/users in the vulnerable category are advised not to attend the premises for the time being.****Discuss situation with contractors/volunteers/users over 70 to identify whether provision of protective clothing and cleaning surfaces before they attend venue is sufficient to mitigate their risks, or whether they should cease such work/visits for the time being.****Talk with contractors, trustees and****volunteers regularly to see if arrangements are working.** | Contractors, volunteers & users 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.It is important people know they can raise concerns. |
| 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. | **Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.****Cleaner 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. | **Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.****Door handles and light switches to be cleaned regularly.****Hand sanitiser to be provided by hall** | 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/legsSoft furnishings which cannot be readily cleaned between use.Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.Social distancing to be observed | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.****Social distancing guidance to be observed by hirers in arranging their activities.****Hirers to be encouraged to wash hands regularly.** | 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. |
| 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. | **Avoid touching of fabric on chairs as far as possible.****Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs.** **Ask those moving them to wear gloves.**  |  |
| Small meeting rooms and offices | Social distancing more difficult in smaller areasDoor and window handles Light switchesTables, chair backs and arms/legs. Floors with carpet tiles less easily cleaned. | **Recommend hirers hire larger meeting spaces and avoid use of small rooms.****Surfaces and equipment to be cleaned by hirers before & after use and by hall cleaner.****Rooms with carpeted floors not hired for keep fit type classes.** | Consider closing rear room except for storage of chairs and tables.Discourage entry to rear room unless in an emergency or the need to isolate someone |
| Kitchen | Social distancing more difficult. Door and window handles Light switchesWorking surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutleryKettle/hot water boilerCooker/Microwave | **Hirers are asked to control numbers to 2 persons using kitchen so as to ensure social distancing, especially for those over 70.** **Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.****Hirers 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.** | 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 | **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 use.** **Hirer to control accessing and stowing equipment to encourage****social distancing.** | Consider whether designated chairs/tables are used by individual groups using the hall. |
| Toilets | Social distancing difficult. Surfaces in frequent use = door handles, basins, toilet handles, seats etc.Baby changing and vanity surfaces, mirrors. | **Hirer to control numbers accessing toilets to one at one time, with attention to more vulnerable users.****Hirer to clean all surfaces etc before public arrive and after public have left.****Consider engaged/vacant signage and posters to encourage 20 second****hand washing.** | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.Hall to be checked after each hiring for re-stocking |
| Boiler Room | Door handle, light switch Social distancing not possible | **Public access unlikely.****Cleaner to decide frequency of cleaning.** |  |
| Stage | CurtainsSocial distancingLighting and sound controls | **Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them.** | Stage not to be used during Covid-19 pandemic |
| 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 individuals or household groups.****Cash payments/donations to be handled by one individual wearing gloves.** | Seating should be placed side to side to avoid face-to-face contactAttendants should help ensure social distancing, e.g. ask people to occupy seats from the furthest point first and evacuate from the point closest to the exit first. |