

# Cliffords Mesne Village Hall

## COVID-19 Risk Assessment for re-opening Village Hall – Sep 2021

A key part of the risk assessment is to identify "pinch points" where people cannot maintain social distancing. 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. Despite Step 4 and the associated unlocking, 2m social distancing should be encouraged in less well ventilated spaces and to protect vulnerable people so where not possible 1m plus mitigation measures or a waiting system or signage is encouraged 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.**
- 3. This document is not intended to be comprehensive and should be read in conjunction with the guidance for specific events .**
- 4. If 72 hours elapse between events it is assumed the coronavirus is not viable on plastic, stainless steel , cardboard and other surfaces**

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. Contractors provide own protective overalls and gloves.</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><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. See separate guidance for each event</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 he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall</p>	<p>Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p><b>Adjust hire conditions to cover this.</b> <b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements. See separate hirer guidance. One way entry and exit system</b></p>	<p>Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people. Avoid raised voices or loud music so that people have to shout to be heard.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p><b>Use common sense as appropriate</b></p>	<p>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	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. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser and anti virus cloths to be provided by hall</b>	Hand sanitiser needs to be checked regularly. Provide more bins if required. 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</b>	
	Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	<b>Before and after Hall use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b>	Provide hand sanitiser. Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched less of a risk.
<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Insert Date completed and any notes.</b>

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.	<b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves .If less than 72 hours between events Hirers to clean metal/plastic parts regularly touched.</b>	
Small meeting room	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.	<b>Recommend hirers only hire Main Hall and avoid use of small rooms.</b>	

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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	<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 use, wash, dry and stow crockery and cutlery after use. Or place items directly in dishwasher</b>	Cleaning materials to be made available in clearly identified location .Consider closing kitchen if not required or restricting access.
	Cooker/Microwave	<b>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Encourage hirers to bring their own Food and Drink.</b>	

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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>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	Consider whether re-arrangement or additional trolleys will facilitate social distancing.

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Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b> <b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</b> <b>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.
Events - plus see below	Handling cash and tickets Too many people arrive	<b>For performances seats to be limited, booked in advance, 1 or 2 seats between groups.</b> <b>Cash payments/donations to be handled by one individual wearing gloves.</b>	See below for specific events guidance
<b>Coffee Mornings</b>	Minimise risk	<b>Chairs 1 meter apart</b> <b>Person serving coffee to wear mask and gloves</b> <b>Cups put straight in dishwasher</b> <b>At end of session wipe door handle and switches</b> <b>One way system</b>	Hall to provide masks, gloves and antiviral wipes
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<b>Pop Up Pub</b>	Minimise risk	<b>Use Main Hall, minimise use of smaller entrance area. Bar volunteers to wear mask and gloves Use chairs and tables to encourage social distancing</b>	
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