

**BRIGSTOCK VILLAGE HALL COVID 19 RISK ASSESSMENT SEPTEMBER 2020**

**From 8th August everyone in a village hall must wear a face covering at all times i.e. when entering and moving around the premises (e.g. using the toilets). The requirement to wear a face covering is mandatory unless the person or activity is exempt under the Government’s guidance on face coverings.**

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Staff, contractors and volunteers</b> – 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.	<b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective plastic aprons and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b>	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 if used too frequently.
<b>Staff, contractors and volunteers</b> – think about who could be at risk and likelihood staff/volunteers could be exposed.	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	<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>	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>has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>It is important people know they can raise concerns.</p>
<p>Entrance hall, corridors.</p>	<p>Possible “pinch points” and busy areas where risk is that social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p> <p>Projection equipment.</p> <p>Screen.</p> <p>Window curtains, display boards.</p> <p>Social distancing to be observed</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaner.</b></p> <p><b>Upholstered chairs are only in the upstairs meeting rooms</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities.</b></p> <p><b>Hirers to be encouraged to wash hands regularly.</b></p> <p><b>From 8th August everyone in a village hall must wear a face covering at all times i.e. when entering and moving around the premises (e.g. using the toilets). The requirement to wear a face covering is mandatory unless the person or activity is exempt under the Government’s guidance on face</b></p>	<p>The upholstered chairs in the upstairs meeting rooms should not be used. Encourage users not to draw the curtains unless wearing gloves.</p> <p>No posters to be put on the display boards except by a village hall committee member.</p> <p>Provide hand sanitiser.</p> <p>Encourage users to keep the main doors open.</p>

		<b>coverings.</b>	
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	<b>Keep entrance door open at the start and end of each session. Display posters at entrance to encourage social distancing. 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.
Small meeting rooms and 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.	<b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b>	Do not hire out the small meeting rooms. Hall and annexe only.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery	<b>Hirers 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 unless the cleaner has precleaned. Wash and dry crockery and cutlery</b>	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access. Hirers to liaise with the hall cleaner.

	Kettle/hot water boiler Cooker/Microwave	<b>after use using the dishwasher. 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.</b>	
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>	Consider locking the cleaning cupboard to keep from accessing.
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 will facilitate social distancing.
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 control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider posters to encourage 20 second hand washing. Suggest using the disabled</b>	Hirer to liaise with hall cleaner regarding cleaning of the toilets beforehand and which toilets have been used during the hire period. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Consider wipe clean message board for cleaner.

		<b>toilet if the group is small.</b>	
Events	Handling cash and tickets Too many people arrive at the same time.	<b>Organisers arrange online systems and cashless payments as far as possible. Encourage people to have the right entrance fee to avoid having to give change. Have someone at the door reminding those queuing of social distancing. For performances seats to be limited, booked in advance, 2 seats distance between individuals or households.</b>	The hall can seat a maximum of <b>30</b> people with 2 metre distancing. Ensure seats are set out with the correct spacing. Make sure that people coming into the hall are observing social distancing and wearing a mask unless exempted.