

Completed for Chelveston Village Hall

COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

Area, Activity or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors, volunteers and visitors</p>	<p>Risk of virus transmission indoors.</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Breathing excessive anti-viral sprays aerosols.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers not following guidelines.</p>	<p>Stay at home requirement if unwell poster at entrances.</p> <p>Staff/volunteers provided with gloves, face masks and visors.</p> <p>External contractors must provide their own PPE.</p> <p>Face coverings mandatory for visitors in the corridor, toilets and kitchen.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Maintenance workers must be supervised.</p>	<p>All surfaces must be cleaned with anti-viral spray with disposable cloths.</p> <p>All bins will be emptied into the outside bin and will be sprayed with anti-viral spray before re-use.</p> <p>Toilet bins now pedal operated.</p>

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<p>Vulnerable people</p>	<p>Staff/volunteers/visitors who are either extremely vulnerable or over 70 could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Volunteers/Trustees/Visitors in the vulnerable category are advised not to attend for the time being.</p> <p>Volunteers/Trustees/Visitors over 70 to identify whether additional protection is needed if they visit the Hall.</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.</p> <p>Details of a person’s medical condition must be kept confidential, unless they agree it can be shared.</p>
<p>Car Park/paths/ patio/ exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2 metre waiting area outside user entrance with tape to encourage care when queueing to enter.</p> <p>Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

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<p>Front entrance door</p> <p>Rear entrance doors/corridor</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles in frequent use.</p>	<p>The front entrance will only be used by the hirer. All other users will use the larger rear doors. 2 metre spacing will be marked out in the corridor and signage will be erected.</p> <p>Face coverings will be required for anyone in the corridor.</p> <p>Door handles and light switches to be cleaned every session.</p> <p>Hand sanitiser to be provided by the entrances.</p>	
<p>Toilets</p>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Maximum of 2 people in ladies and gents at any one time. Face coverings or face visor required.</p> <p>Signage encouraging hand washing.</p> <p>All surfaces cleaned between hires with anti-viral spray.</p>	<p>Labels will be put on toilet seats asking for them to be put down before flushing.</p> <p>Hygiene bags dispensers now wall mounted and stainless steel for easier cleaning.</p>

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Main Hall	<p>Door handles, switches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment</p> <p>Window curtains pulls</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, tables, and other equipment used to be cleaned by caretaker between each hire.</p> <p>Chairs in use will be rotated on a minimum of a 3 day cycle</p> <p>Social distancing guidance to be observed by hirers in arranging their activities, floors will be marked out.</p>	<p>The cleaning regime has always been strict but will now include curtain pulls, projection equipment (if not quarantined) and paintwork that might be touched by children.</p> <p>The floor mats will also be cleaned after each use.</p>
Kitchen	<p>Social distancing more difficult</p> <p>Door handles</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Only 2 people in the kitchen; they must wear face coverings or face visor.</p> <p>All used crockery/cutlery must be washed but left out to allow for rotation.</p> <p>A Perspex screen has been installed to protect the serving hatch.</p> <p>Hand sanitiser must be used by all kitchen users.</p>	<p>Used crockery will be batched up for a second wash in the dishwasher under controlled conditions.</p>

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Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	All tables and chairs required will be put out by the caretakers and then will be cleaned and rotated as needed.	Chairs will be coded in batches to be rotated. Each batch will be marked to specify when they can be used again. Chairs out of use will be roped off to prevent use.
Hirers and Guests	That activities will not be undertaken safely or that too many attendees will overcrowd the Hall. That infections will need to be traced if they occur.	A risk assessment will be undertaken with each hirer and their activities will be redesigned to accommodate expected numbers. Hirers will be asked to keep a register of attendees for 21 days in case NHS Track and Trace need to contact them.	The maximum capacity of the Hall will be assessed based on 2 metre distancing. Some activities and mitigations may permit slightly higher numbers.
Unsuitable activities	That some previous classes are still inherently too risky to be re-started.	Following Government guidelines these activities cannot restart: <ul style="list-style-type: none"> • Choir practice • Family Parties • Gaming weekends 	Guidance will be reviewed regularly.