

Ibberton & Belchalwell Village Hall COVID 19 Risk Assessment

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
Staff, contractors and volunteers	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 Hall Staff/volunteers provided with protective overalls and gloves. . Follow PHE guidance and PPE if deep cleaning is required.	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.
Staff, contractors and volunteers think about who could be at risk and likelihood Staff, contractors and volunteers could be exposed.	Staff, contractors and volunteers who are either extremely vulnerable or over 70. Staff, contractors and volunteers carrying out cleaning, care-taking 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.	Discuss situation with Staff, contractors and 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.	Staff, contractors 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. It is important people know they can raise concerns.
Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall	Confusion among hirers. Risk is people attending in groups mingle with others not in	Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling	Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together

	<p>their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of <6.</p>	<p>between groups.</p> <p>Adjust hire conditions to cover this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustment may be needed eg seating arrangements.</p>	<p>without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
Car Park/paths/exterior areas	<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 all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>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.</p> <p>Provide plastic gloves.</p>
Entrance hall/lobby	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment, Screen,</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers.</p>	<p>Provide hand sanitiser.</p>

	<p>window blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	
Seating	<p>Metal and plastic parts to be cleaned</p>	<p>Clean metal / plastic parts regularly touched. Ask people moving chairs to wear plastic gloves.</p>	
Kitchen	<p>Social distancing more difficult Door and window handles Light switches Work surfaces, sinks, cupboard handles. Fridge Crocery / cutlery Kettle / hot water boiler Cooker/Microwave</p>	<p>Hirers asked to control numbers using the 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.</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. Consider closing kitchen if not required or restricting access.</p>
Storage Rooms (Furniture / equipment)	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Consider whether rearrangement or additional trolleys will facilitate social distancing.</p>
Indoor Toilets	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.</p>

	surfaces, mirrors.	unless staff have pre-cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	
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 household groups. Cash payments/donations to be handled by one individual wearing gloves.	