**Appendix F**

**COVID-19 Risk Assessment for re-opening Village and Community Halls – 3 July 2020**

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** |
| Staff, contractors and volunteers – 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. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff/Volunteers given PHE guidance and PPE for use in the event 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. |

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| Staff, contractors and volunteers– 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 has entered the premises or falls ill. Mental stress from handling the new situation | Majority of vulnerable people and age groups have now been vaccinated. | 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. 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. | Hall users are encouraged to enter the hall as soon as the arrive, or wiat in their cars until the hall is opened  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. |

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| 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. 2 metre spacing marked out in entrance area. Create oneway system and provide signage around the table in the foyer.  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.  Soft 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 and after use. Separating curtain removed.  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.  Large curtain between halls removed 20/7/20 |

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| Small meeting rooms and offices | 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. | 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 and after use. | Only one booking at a time, no access to storage rooms or kitchen area. |
| 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, cooker/microwave | Kitchen not available to hire currently.  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. Kitchen will be closed |

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | Public access unlikely to be required. Committee 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 | No access to storage rooms by hirers – all equipment must be requested. | Consider whether rearrangement or additional trolleys 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. | 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. Only one person in the toilet at any one time  New door locks installed to facilitate single use 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 restocking if needed.  Hand dryers switched off. |
| Boiler Room | Door handle, light switch Social distancing not possible | Public access unlikely. Cleaner to decide frequency of cleaning. |  |

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| 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 households. | See National Rural Touring Forum guidance, |

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