

Collingbourne Kingston	Village Hall	Covid 19 Risk Assessment	18 August 2020
Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Contractors , volunteers and users</b> (which term includes invitees, guests and others entering or intending to enter upon the premises)</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers and volunteers.</p> <p>Opening and closing building.</p>	<p>Stay at home and general guidance if unwell at entrance and in Main Hall.</p> <p>Volunteers to be provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Volunteers advised to wash outer clothes after cleaning duties.</p> <p>Volunteers to be given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Bins to be emptied daily. Waste to be bagged and placed in external bin. (In the event of an infection/suspected infection double bag and store securely for 72 hours before permitting it to be collected normally by local authority. Mark rubbish bags with date label to ensure 72 hour disposal.)</p>	<p>Volunteers may need guidance as to cleaning.</p> <p>Hirers to conduct their own risk assessment.</p> <p>Disposable 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>Cleaning materials to be made available in clearly identified location Supplies to be regularly checked and re-stocked as necessary.</p> <p>Completed .....</p>

	<p>Volunteers who are either extremely vulnerable or over 70.</p> <p>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>Mental stress from handling the new situation.</p> <p>Someone becomes unwell whilst on the Village Hall and covid is suspected</p>	<p>Volunteers in the vulnerable category are advised not to attend work for the time being.</p> <p>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.</p> <p>Talk with contractors, trustees, committee and volunteers regularly to see if arrangements are working.</p> <p>Ruth Fisher Room to be used as an isolation area for that person until transport home or transport to a hospital arrives.</p> <p>Tissues, paper towels and a bowl of warm soapy water or suitable wipes to be provided to that person by Hirer.</p>	
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	<p>Notification of an infection of a Contractor or Volunteer</p>	<p>Village Hall to keep a list of contractors and volunteer attendance at the Village Hall for a period of two weeks. Close Village Hall for at least 72 hours. Deep Clean.</p> <p>Notify hirers</p> <p>If notify Test track and trace service if this has not already been done.</p>	
<p>Car Park/entrances</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area may be too congested to allow social distancing.</p> <p>People drop tissues and litter.</p>	<p>Mark out 2 metre waiting area on wall outside main entrance 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. Wear plastic gloves and remove.</p>	<p>Completed .....</p> <p>Completed .....</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 for volunteers.</p>

<p>Entrance hall/old lobby/corridors</p>	<p>Potential spread of virus.</p> <p>Main corridor provides access to Main Hall, Toilets, Ruth Fisher room, Store Room, Boiler Room and Kitchen. This makes social distancing difficult.</p> <p>A one way system would involve a route which would take people outside the Village Hall onto the car park one way system with re-entry at the main front entrance. This is considered to pose a risk to young persons using the Village Hall.</p> <p>The small corridor to the store room could be</p>	<p>Doors and door handles and light switches to be cleaned by users before use.</p> <p>Provide hand sanitisers, bin at main front entrance and place a covid 19 notice at rear entrance and in the old front entrance which is rarely if ever used for access.</p> <p>Additionally, there will be regular cleaning undertaken by the Village Hall's contractor.</p> <p>Kitchen, Store Room to be "Out of Bounds". Ruth Fisher Room to be only used for covid isolation.</p> <p>Store Room to "out of bounds". Chairs to put out and collected only by Chris Patrick. Hirers to</p>	<p>Hand sanitisers needs to be checked daily.</p> <p>Empty bin regularly.</p>
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	<p>made one way but given that the main corridor would have to be used to return there seems no advantage in adopting a one way system</p> <p>Doors, door handles, light switches in frequent use.</p>	<p>advise number of chairs required. Hirers to clean chairs before use (See Upholstered Seating).</p> <p>Ruth Fisher Room for Isolation only.</p> <p>Kitchen and boiler room to be "out of bounds".</p> <p>Notice at entrances</p> <p>Covid 19notice at entrances and on notice board (in corridor). Show Village Hall risk assessment, additional hire terms and conditions on notice board</p>	<p>Completed .....</p> <p>Completed .....</p>
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<p>Main Hall</p>	<p>Potential spread of virus.</p> <p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Pull down film screen.</p> <p>Window blinds.</p> <p>Stage Curtains (These are considered to be too large to move without a contractor).</p> <p>Chairs on stage</p> <p>Tables under stage</p>	<p>Doors and door handles, light switches, window catches, tables, chairs (see upholstered seating) and other equipment used to be cleaned by Hirers before use.</p> <p>Social distancing guidance to be observed by hirers when arranging and conducting their activities.</p> <p>Hirers and users to be encouraged to wash hands regularly.</p> <p>Warning sign asking users not to touch stage curtains.</p> <p>Rope off stage stairs and "Out of Bound" notice to be displayed</p> <p>To be placed in the Store Room</p> <p>Warning sign regarding under stage "out of bounds".</p>	<p>Consider removing window any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Completed .....</p> <p>Completed .....</p> <p>Completed .....</p> <p>Completed .....</p>
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	<p>Commemorative photos, displays.</p> <p>Social distancing</p>	<p>Deep clean weekly</p> <p>Notice at entrances</p> <p>Covid 19notice at entrances and on notice board (in corridor). Show Village Hall risk assessment, additional hire terms and conditions on notice board</p> <p>Provide bins in Entrance Hall and Main Hall.</p>	<p>Completed .....</p>
<p>Upholstered seating</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal/plastic parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.</p>	<p>Each hirer to clean metal/plastic parts regularly touched before use and at end of hire. Each user should use same chair during any meeting or gathering.</p> <p>Chris Patrick to take chairs from and to Store Room. Rotate use of upholstered chairs by using last used note on stacks in store room and on chairs on stage. Ask those moving them (Chris Patrick) to wear PPE.</p> <p>Hirers to be informed.</p>	<p>Completed .....</p>

		No chairs to be stored in Ruth Fisher Room. Remove any chairs currently there.	Completed .....
Ruth Fisher Room	<p>Potential spread of virus.</p> <p>Often used to gain access to the Kitchen.</p> <p>Social distancing more difficult because it is smaller areas.</p> <p>Doors and door and window handles Light switches.</p> <p>Tables, chairs and curtains and hostess trollies.</p> <p>Kitchen hatch</p>	<p>Ruth Fisher Room to be "out of bounds" other than as a covid isolation room.</p> <p>No chairs to be stored in the room.</p> <p>Laminated isolation room notices to be placed on doors.</p>	<p>Use as Isolation room when Main Hall let.</p> <p>See above.</p> <p>Completed .....</p>

<p>Kitchen</p>	<p>Potential spread of virus.</p> <p>Social distancing more difficult</p> <p>Doors and door and window handles Light switches</p> <p>Working surfaces, sinks Cupboard/drawer handles. Fridge</p> <p>Crockery/cutlery/glasses/ Kettles/Hot Water Geezers/Ern Cooker</p>	<p>Kitchen to be "out of bounds".</p> <p>Laminated notices to be placed on doors.</p> <p>Encourage hirers/users to bring their own Food and Drink for the time being.</p>	<p>Completed .....</p>
<p>Storage Room (furniture/equipment)</p>	<p>Potential spread of virus.</p> <p>Social distancing more difficult Doors and door handles in use.</p> <p>Chairs and Chair Trolley</p> <p>Equipment needing to be moved not normally in use</p> <p>Last Used Notice</p>	<p>To be "out of bounds".</p> <p>Chris Patrick to display "Use Next" on chair stacks to permit rotation.</p> <p>Laminated out of bounds Notice to be provided.</p>	<p>Completed .....</p>

<p>Store cupboards (cleaner etc.)</p>	<p>Potential spread of virus.</p> <p>Social distancing not possible Doors and door handles</p>	<p>Private cupboards - public access unlikely to be required. To be locked marked "out of bounds other than to .....".</p> <p>Cleaner to clean public cupboards weekly.</p> <p>Private groups to decide frequency of cleaning of their cupboards.</p> <p>All cupboards to be used by Hirer – Hirer to clean exposed door surface and door handles and equipment before users enter Village Hall.</p>	<p>Completed .....</p>
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<p>Indoor Toilets</p>	<p>Potential spread of virus.</p> <p>Social distancing difficult.</p> <p>Surfaces in frequent use - doors, door handles, light switches, basins, toilet handles, seats etc. and vanity surfaces, mirrors and engaged notices.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Too many vulnerable people to encourage them to use the disabled persons toilet.</p> <p>Hirer to clean all surfaces in frequent etc. before users arrive.</p> <p>Use engaged/vacant signage Laminated Notices to be provided.</p> <p>Posters to encourage 20 second hand washing.</p> <p>Hirer to inform Village Hall Booking Co-ordinator (Steve Latham) which toilets have been used.</p>	<p>Ensure soap, and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.</p> <p>Completed .....</p> <p>Completed .....</p>
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<p>Boiler Room</p>	<p>Potential spread of virus.</p> <p>Door and door handle, light switch, boiler controls Social distancing not possible</p>	<p>To be" out of bounds".</p> <p>Laminated out of bounds Notice to be provided.</p> <p>Cleaner to decide frequency of cleaning.</p>	<p>Completed .....</p>
<p>Stage and under stage</p>	<p>Potential spread of virus.</p> <p>Curtains</p> <p>Social distancing</p> <p>Lighting and sound controls</p>	<p>Tie back stage curtains out of reach if hirers are likely to touch them.</p> <p>Place "out of bounds without consent" laminated notice on steps.</p> <p>Rope off stage steps.</p> <p>No chairs to be kept on stage</p> <p>Under stage cupboard to be marked "out of bounds"</p>	<p>Completed .....</p> <p>Completed .....</p> <p>Completed .....</p>