

Alresford Village Hall COVID-19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Trustees, General Public and Contractors – 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. Trustees to use face mask and plastic or rubber gloves. Contractors provide their own. Trustees/Contractors advised to wash outer clothes after cleaning duties. Users encouraged to remove their own rubbish. VH rubbish to be disposed in bin liner, retained for 72 hours, and then deposited in skip. Trustees/Contractors given PHE guidance and PPE for use in the event deep cleaning is required.	Trustees/Contractors 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. Use, where possible hot water/disinfectant to limit the use of aerosol spray.
Trustees, General Public and Contractors – think about who could be at risk and likelihood Trustees/Contractors could be exposed.	Trustees/Contractors who are either extremely vulnerable or over 70. Trustees or Contractors 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.	Trustees in the vulnerable category are advised not to attend Village Hall for the time being. Discuss situation with Trustees/Contractors 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. Talk with Trustees /Contractors regularly to see if arrangements are working. In England, you must wear a face covering in the following indoor settings: community centres, youth centres and social clubs. You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. <ul style="list-style-type: none"> • In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering • children under the age of 11 (Public Health England do not recommended face coverings for children under the age of 3 for health and safety reasons) 	Trustees and Contractors 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 Trustee/Contractor agrees it can be shared. It is important people know they can raise concerns.

		<ul style="list-style-type: none"> • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability • employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service) or transport workers (see section 6) - although employers may consider their use where appropriate and where other mitigations are not in place, in line with COVID-19 Secure guidelines • police officers and other emergency workers, given that this may interfere with their ability to serve the public • where putting on, wearing or removing a face covering will cause you severe distress • if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity 	
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 2metre 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. Wear plastic gloves and remove. Dispose of rubbish as described previously.</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>
Entrance hall/lobby/corridors	<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.</p> <p>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 needs to be checked daily.</p> <p>Provide bins, in entrance hall, toilet and main hall. Empty regularly.</p>

		Hand sanitiser to be provided by hall at entrance and exit and at toilet entrance.	
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. PA System.	Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned before use by hall cleaning staff. Capacity complying with Social Distancing is 25 persons. Social distancing guidance to be observed by hirers in arranging their activities. 2 METERS APART floor sticker to be followed with chair/table placement. Hirers to be encouraged to wash/sanitize hands regularly.	Signage to be placed instructing curtains/blinds not to be used. Projection equipment and PA not to be used, and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser and paper towels. Chairs will be plastic only. All upholstered chairs to be stored.
Munson Room.	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.	Munson Room to become the exit route from Main Hall and route to Toilet. Also queuing area for toilet. Surfaces and equipment to be cleaned before use by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.	Munson Room closed for hire. Left unlocked.
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	Hirers ask not to use kitchen unless access required to storage. Hirers to be encouraged to bring own drink/food for time being and not share with others. Hirers to bring own tea towels if required. Hand sanitiser, soap, and paper towel to be provided	Cleaning materials to be made available in clearly identified location, e.g. a box in the Main Hall, regularly checked and re-stocked, as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Trustees/Contractor 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	Only to be used with permission of Trustees. Hirer to clean any equipment within their storage before use. Hirer to control accessing and stowing equipment to encourage social distancing.	No additional VH equipment to be used i.e. Chair Trolley by the Hirer.
Toilet in Foyer	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Hand Drier.	Hirer to control numbers accessing toilet at one time, with attention to more vulnerable users. Contractor to clean all surfaces etc before public arrive. unless staff have precleaned out of hours.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Queuing area for toilet in Munson Room.

		Signage and posters to encourage 20 second hand washing.	
Stage	Screen, PA Social distancing Lighting and sound controls	No access to Stage.	Signage/Poster to instruct.
Events	Too many people arrive	Organisers arrange pre-booking of attendees to a maximum of 25 to ensure social distancing can be adhered to, or with the allowance of two families meeting but staying socially distant from all other attendees the capacity can be increased..	List of Attendees and contact details required for each event.
Covid-19 Transmission.	Someone becomes ill in VH.	Responsible person isolates person to 'safe' area and evacuates hall in orderly manner. Covid 19 ill person instructed to isolate and call 111. Paper towel and tissues should be disposed of into bin bag and placed in secure area for 72 hours. Contractor to carry out decontamination clean. Disposable PPE should be disposed of all sealed plastic bag, secured for 72 hours. Contractor/Trustee should launder all personal clothing worn on arrival home.	Responsible person calls 111 to advise of the suspect case and offer if requested details of all attendees. If emergency required Defibrillator, then use to be reported to Parish Council & Trustees and apparatus deep cleaned by Contractor.

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