

COVID-19 Risk Assessment for re-opening Braunston Village Hall

The COVID-19 Risk Assessment has been carried out in consultation with the Hall Trustees, and the hall cleaner. A copy will be provided to all hirers, to be observed as part of the Special Conditions of Hire.

Where 2m social distancing is not possible 1m plus mitigation measures is acceptable.

The COVID-19 Risk Assessment will be re-assessed in the light of changing government advice.

This document does not replace relevant legislation and guidance issued by government and local authorities.

05/09/20

People or Area at Risk	Risk identified	Actions to take to mitigate risk	Date completed and any notes.
<p>Contractors and volunteers Activities which might cause transmission of the virus.</p>	<p>Surfaces infected by virus.</p> <p>Disposal of rubbish containing tissues and cleaning cloths.</p> <p>Someone falls ill with CV-19 symptoms.</p>	<p>Listed surfaces to be cleaned regularly.</p> <p>Empty bins regularly, wash hands and bin after emptying.</p> <p>'Stay home if unwell' sign at hall entrance. If symptoms develop, go home, isolate and arrange for Covid test. Notify hall Bookings Sec. Close hall for three days after any reported case.</p>	<p>See Appendix A for list of surface to be cleaned. 05/09/20 All notices in place. 17/08/20 New pedal bins in place.</p>
<p>Contractors and volunteers People who may be exposed.</p>	<p>'Vulnerable' volunteers</p> <p>Volunteers carrying any duties at the hall.</p> <p>Contractors.</p> <p>Mental stress from handling the new situation.</p>	<p>Exclude from all duties at the hall.</p> <p>Regular review by Trustees, and discussion with all volunteers to ensure arrangements are working.</p> <p>Review working arrangements with all contractors to ensure that they are following PHE guidance. Safeguard mental health by regular discussion with all performing duties at the hall.</p>	<p>Bookings Sec to notify all volunteers when hall has been closed due to identification of potential Covid 19 case. Case details to be kept confidential.</p> <p>It is important people know they can raise concerns.</p>

People or Area at Risk	Risk identified	Actions to take to mitigate risk	Date completed and any notes.
Paths and exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p>Tape used to mark out two metre waiting areas outside main entrance door.</p> <p>Cleaner/volunteers to check outside area for rubbish e.g. tissues. Use litter picker, wear plastic gloves and dispose of in RCC black bin outside entrance</p>	<p>05/09/20 Tape in place</p> <p>26/08/20 Litter picker to hall</p> <p>05/09/20 RCC bin moved to front</p>
Entrance hall/lobby/corridor	<p>Lobby and corridor are pinch points where risk of not social distancing is high. Door handles, light switches in frequent use.</p>	<p>One way system created with signage.</p> <p>All listed surfaces (Appendix A) to be cleaned by hirers before and after use.</p> <p>Hand sanitiser, cleaner, wipes and bin provided in entrance lobby.</p>	<p>05/09/20 Signs in place</p> <p>Cleaning products to be checked regularly, hirers to notify Booking Sec if stocks low.</p>
Main Hall	<p>Door handles, light switches, window catches, tables.</p> <p>Window curtains.</p> <p>Social distancing to be observed</p>	<p>All listed surfaces (Appendix A) to be cleaned by hirers before and after use. Contract cleaner to address these areas on regular clean. Hirers to be encouraged to wash hands regularly. Hand sanitiser, cleaner, wipes and bin provided.</p> <p>Ask hirers to wash/sanitise hands after use</p> <p>Social distancing to be observed by hirers in arranging their activities. One way system set up to minimise traffic in entrance lobby pinch point.</p>	<p>Cleaning products to be checked regularly, hirers to notify Booking Sec if stocks low.</p>

People or Area at Risk	Risk identified	Actions to take to mitigate risk	Date completed and any notes.
Upholstered seating	Virus may remain on fabric. Metal parts can be cleaned.	Hirers asked to clean metal/plastic parts before and after use. Ask hirers to wash/sanitise hands after use.	
Small meeting room	Same as main hall.	Small hall will only be used as a one-way route to access the toilet, and as a table store. Surfaces and equipment to be cleaned by hall cleaner.	Hirers allowed to use large hall at small hall rates. Only one hire in the building at the same time.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard and drawer handles. Appliances.	Only one person allowed in kitchen at a time. Hirers to clean all areas likely to be used before use. Hirers to wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided	Cleaning products to be checked regularly, hirers to notify Booking Sec if stocks low.
Cleaner's cupboard	Door handle	No public access.	
Store rooms	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Only 1 person allowed in store room at one time. Hirer to clean any equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing. Small hall used to store tables to minimise access to store room	

People or Area at Risk	Risk identified	Actions to take to mitigate risk	Date completed and any notes.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Only the disabled toilet to be kept in use to minimise traffic in corridor. Ladies and Gents to be closed Engaged / vacant sign to be put on door of disabled loo. Extra signage to remind of social distancing and hand washing. Sanitiser provided. Paper towels to be provided and hand dryer switched off.	Cleaning products to be checked regularly, hirers to notify Bookings Sec if stocks low.
Boiler cupboard	Controls	No public access. If access required, volunteer to undertake cleaning before use.	

Appendix A

Surfaces to be cleaned.

Spray cleaner and disposable wipe cloths will be provided. Bins will be emptied by the hall cleaner.

General

- Door handles
- Door touch plates
- Light switches **
- Sockets **
- Window latches
- Bins

Main hall

- Table tops
- Mantlepiece
- Window sills
- Radiators

Kitchen

- Worktops
- Sink and taps.
- Cupboard handles
- Kettle
- Fridge door

Small hall

- Worktop
- Mantlepiece

Loo

- Loo seat and flush handle
- Basin
- Taps
- Baby changing table
- Door lock

Outside

- Key lockbox

** Do not spray, wipe with damp cloth