



## West Hill Village Hall COVID-19 Risk Assessment

Last updated: 01 October 2021

Please note this document is subject to change at any time as government guidance is updated

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Staff, contractors and volunteers</b> – 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.	<b>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers have access to protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties.</b>	Staff/volunteers given guidance as to cleaning (Appendix E). 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.

<p><b>Staff, contractors and volunteers</b> – think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either clinically 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.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Discuss situation with staff/volunteers over 70/ clinically vulnerable to identify and try to mitigate their risks.</b></p> <p><b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
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<p><b>Close contact between people who do not regularly see each other.</b></p> <p><b>Risk to hirers/event organisers and to those attending the hall</b></p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which may worry other users.</p> <p>Risk of virus spread to all attending an activity or event.</p>	<p><b>Ensure hirers understand the need to avoid mingling between groups they do not regularly see, as per special conditions of hire which cover this.</b></p> <p><b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b></p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of friends wish to sit together without being socially distanced, that is their choice. But recommendation is no group members should mingle, i.e mix, with another group they do not regularly see. Avoid raised voices or interactions.</p>
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<p>Car Park/paths/ patio/exterior areas</p>	<p>The option of social distancing is not possible as people congregate before entering premises. Parking area is too congested to allow social distancing should they choose to do so. People drop tissues.</p>	<p><b>Signs when entering and in the hall advise people that it is a shared space and to respect other people by wearing a face mask if they can.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></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 clinically vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk of social distancing not being observed in a confined area. Door handles, light switches in frequent use.</p>	<p><b>“Pinch points” and busy areas identified and signage in place. 2 metre spacing is still marked out in main entrance area. One-way system created in Oak Hall and signage provided. Door handles and light switches to be cleaned regularly. Hand sanitiser provided by hall at main entrance and exit via Oak Hall. Request face masks be worn in communal areas where possible.</b></p>	<p>Hand sanitiser needs to be checked daily. More bins have been provided located in each meeting room. Hirers advised to empty after sessions and cleaner will check regularly.</p>



Main Oak Hall	Door handles, light switches, window catches, tables, chair backs and arms.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</b>	Hand sanitiser provided on arrival/departure via main entrance and by exit via Main Oak Hall
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	<p>PA System. Projection equipment. Screen. Window curtains or blinds</p>	<p><b>Before, during and after use.</b></p> <p><b>Hirers will be encouraged to wash hands regularly.</b></p>	
<p>Small meeting rooms and offices</p>	<p>Option to social distance more difficult in smaller areas          Door and window handles          Light switches          Tables, chair backs and arms.          Floors with carpet tiles less easily cleaned.</p>	<p><b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices where availability. Offer advice on seating arrangements. Continue to review number of people &amp; activities on a case by case basis.</b></p> <p><b>Surfaces and equipment to be cleaned by hirers before use and by hall cleaner week day mornings prior to hirers' arrival.</b></p>	<p>Consider use of Acorn/Maple Rooms as possible overflow for activities when more attend than expected.</p>



Kitchen	Keeping a reasonable distancing apart more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	<b>Hirers are asked to be mindful of numbers using kitchen, especially for those over 70 or clinically vulnerable.</b> <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b> <b>Face masks are requested to be worn in communal areas where possible.</b>	Hirers advised to bring their own domestic cleaning materials. Cleaning cloths will be available.
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	Cooker/Microwave	<b>Hirers to bring own tea towels.</b> <b>Soap and paper towels to be provided</b> <b>Hirers are encouraged to bring their own Food and Drink for the time being.</b>	
Store cupboards (cleaning products, hoover, mop etc)	Option to social distance not possible. Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	If access necessary by hirers, they are responsible for wiping down surfaces and equipment touched after use.
Storage Rooms (furniture/equipment)	Option to social distance more difficult. Door handles in use. Equipment needing to be moved not normally in use	<b>Hirer to clean all equipment required before use. Hirer to control accessing and stowing equipment and to encourage wearing of face coverings.</b>	





Indoor Toilets	Option to social distance more difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time with attention to more vulnerable users.</b> <b>Posters to encourage 20 second hand washing displayed.</b> <b>Face masks requested to be worn in communal areas where possible.</b>	We will ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirers know where to access for re- stocking if needed.
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Boiler Room	Door handle, light switch Keeping a reasonable distance apart not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	No public access required
Outdoor tennis court area	Unstaffed, therefore not possible to monitor.	<b>Sun and rain reduce the risk by reducing the period over which the virus remains active.</b>	

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions the hall might like to consider**