



West Hill Village Hall COVID-19 Risk Assessment

Last updated: 06 October 2020

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

Please ensure you review your own risk assessment regularly in line with this document, and send us any updated risk assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p>	<p>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. Follow PHE guidance and wear PPE if deep cleaning is required.</p>	<p>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>

<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>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.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/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 staff, trustees and volunteers regularly to see if arrangements are working.</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>Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of <6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
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<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside main entrance with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</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. 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 is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>"Pinch points" and busy areas identified and signage in place. 2 metre spacing 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. Face masks must be worn in communal areas (except where a valid exclusion applies).</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. Hirers required to keep a cleaning log, showing date, time of cleaning on arrival and departure and what has been cleaned. Log to be made available to bookings secretary on request.</p>



Main Oak Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	Hand sanitiser provided on arrival/departure via main entrance and by exit via Main Oak Hall
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	<p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Before, during and after use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers will be encouraged to wash hands regularly. Users notified the padded chairs and PA system are not to be used.</p>	
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Padded chairs are not to be used. Plastic seating will be available instead.</p>	<p>Users notified by Special Conditions of Hire (Appendix E)</p>

<p>Small meeting rooms and offices</p>	<p>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.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices where availability. Surfaces and equipment to be cleaned by hirers before use and by hall cleaner week day mornings prior to hirers' arrival. The organiser of any keep fit or exercise type classes taking place in Beech Room (carpeted floor) must ensure all participants bring their own mats.</p>	<p>Consider only hiring when Oak hall/Beech room is not in use or as possible overflow for activities when more attend than expected.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p>Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. Hirers to consider use of face masks in kitchen. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Face masks must be worn in communal areas (except where a valid exclusion applies).</p>	<p>Hirers advised to bring their own domestic cleaning materials. Cleaning cloths will be available.</p>



	Cooker/Microwave	Hirers to bring own tea towels. Soap and paper towels to be provided Hirers are encouraged to bring their own Food and Drink for the time being.	
Store cupboards (cleaning products, hoover, mop etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	If access necessary by hirers, they are responsible for wiping down surfaces and equipment touched after use.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean all equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	



Indoor 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 (maximum 2), with attention to more vulnerable users. Hirer to ensure ladies downstairs toilets only accesses when 'vacant' sign showing. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours (weekdays early mornings). Posters to encourage 20 second hand washing displayed. Face masks must be worn in communal areas (except where a valid exclusion applies).	We will ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.
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Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	No public access required
Outdoor tennis court area	Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to enforce social distancing.	Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notice in accordance with Government guidance	Signage places on entrance to tennis court.

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**

Highlighted – **Most recent updates**