

Earl Stonham Village Hall Covid-19 Specific Risk Assessment

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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 that you might like to consider**

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>Anti-viral treatment of surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff / Volunteers given cleaning / PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to anti-viral treatment. 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</p>	<p>Hall user diagnosed with Covid-19</p>	<p>Premises closed until deep cleaning undertaken if someone that has used the hall subsequently falls ill with CV-19.</p> <p>Rental conditions for all hirers to maintain track and trace for all users and immediately report to booking clerk if positive diagnosis</p> <p>All hall users who could have been affected to be informed</p>	<p>Deep cleaning process needs to be defined</p>

<p>Staff, contractors and volunteers</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, anti-viral treatment, 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.</p> <p>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. 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>

<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>Only one booking to be held at the hall at any time and suitable time gap between bookings so no need for a waiting area</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Booking conditions amended to include Covid-19 guidance on social distancing.</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>
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<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>Only single bookings to be taken for the time being with gaps between bookings so pinch points significantly reduced. As all users will be arriving and departing together, a one-way system is not considered advantageous. This will be reassessed if larger bookings reinstated.</p> <p>Door handles and light switches etc to be anti-viral treatment applied regularly. As hall cleaning only undertaken weekly, users to be advised in booking conditions to do this themselves on arrival and departure.</p> <p>Hand sanitiser and cleaning materials to be provided by hall</p>	
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<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair seats and backs. Soft furnishings which cannot be readily treated with anti-viral treatments between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be anti-viral treated by hirers before and after use and once per week by hall cleaning staff.</p> <p>Limit on maximum number of users set at 20 for the main hall to ensure 2m social distancing can be maintained.</p> <p>Social distancing guidance in booking conditions for hirers to follow in arranging their activities.</p> <p>Hirers to be advised to wash hands regularly.</p>	
<p>Club Room</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Club room closed for bookings until further notice</p>	

Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean / anti-viral treat all areas likely to be used before use, wash, dry and stow crockery and cutlery after use, ideally using the dishwasher.</p> <p>Towels and tea towels removed from the premises and hirers advised to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided</p> <p>Consider encouraging hirers to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p>
Store cupboards (cleaner etc)	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>	
Storage Rooms (furniture/ equipment)	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>No public access to storage rooms.</p>	<p>Consider whether re-arrangement or additional trolleys will facilitate social distancing.</p>

Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Signs on doors – One in One out</p> <p>Signs in toilets to emphasise need for effective hand cleaning</p> <p>Hire conditions to include need for hirer to clean all contact surfaces etc before use.</p>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Stage	Curtains Social distancing Lighting and sound controls	<p>No bookings currently planned to use the stage. Will be re-assessed when / if this changes. Actions to be considered include removal of curtains, limit on number on stage at any time and through ventilation by keeping doors open.</p>	

Events	Handling cash and tickets Too many people arrive	No events planned at present. Will be assessed on a case by case basis.	See National Rural Touring Forum guidance, Section 2.6
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