

FALFIELD VILLAGE HALL

COVID-19 Risk Assessment for re-opening Village Hall August 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors, and Committee members– 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.</p> <p>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</p> <p>Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers 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.</p>
<p>Staff, contractors, and Committee members– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers/Hirers 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.</p> <p>Discuss situation with staff/Committee members 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 Committee members 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>
<p>Car Park and 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>External 2 metre notices posted outside all potential entrances.</p> <p>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>

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Entrance and Exit To and from building	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>During any function, all users to enter via front door and leave by rear door to maintain a one-way system where possible</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser inside entrance and exit doors to be provided by the Management Committee for use by all who enter.</p>	<p>External Entry & Exit signs to be placed on doors to clearly mark a one-way system.</p> <p>Hand sanitiser needs to be checked after each function.</p> <p>Provide more bins, in entrance lobby. Empty regularly.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and seats, Projector Screen. Window curtains Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>The Management Committee to undertake cleaning following each hiring to include door handles, light switches, window catches, tables, chairs, however hirers Hirers and staff encouraged not to touch curtains or other items on the walls. In the event this is not possible to wash hands.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hand sanitisers available on entry and exit Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p> <p>Where the building stands empty for a minimum 72 hours cleaning of door handles, light switches, window catches, tables, chairs cleaning is not required for COVID-19 purposes.</p>
Small Hall	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder.</p>	<p>Not feasible to hold multi-function events at the same time.</p> <p>Not available for hire due to size of room</p> <p>No entry / do not remove equipment sign on equipment storage cupboard.</p>	<p>Notice on door instructing no entry unless access is required in an emergency exit.</p> <p>All chairs and tables that may be required can be found in the Entrance lobby and should be returned to the lobby following their use.</p>

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Lobby area	Social distancing more difficult in smaller areas Door and window handles Light switches Access to toilets	Notices to remind users to abide by social distancing rules One-way system to be followed.	Follow the one-way system by exiting rear door and walking around hall and re-enter main hall using front door. There may be times when this is not possible due to weather conditions. In this situation the 2-metre distancing must be followed when going against the one-way system especially when entering the main hall. Where the building stands empty for a minimum 72 hours cleaning of door handles, light switches, window catches, tables, chairs cleaning is not required for COVID-19 purposes.
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	Not available for hire due to the size of room and the quantity of equipment held in the kitchen which would require cleaning following a function and the inability to maintain the required social distancing. Users to bring their own pre-prepared food and drink to reduce the potential of cross contamination	Kitchen door to be always kept locked.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Broom and bin liners available in Lobby area to hirers if required.

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Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	See Small Hall above.	18 chairs and 9 tables located in lobby
Toilets	<p>Surfaces in frequent use Door handles, light switches, basins, toilet handles, seats etc. Social distancing difficult.</p> <p>Uncontrolled access</p> <p>Infections</p> <p>Waste bins</p>	<p>Village Hall Management to undertake cleaning following each hiring</p> <p>Bolts placed on internal doors for users of toilets to control one user at a time. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. One-way system to be followed when leaving toilets.</p> <p>Notices to encourage 20 seconds hand washing.</p> <p>Hirers instructed to remove waste from bin and place in black bin located in car park and to fit new bin liner ready for next use</p>	<p>Where possible follow one-way system by exiting rear door after using toilets and walking around hall and re-enter main hall using front door. There may be times when this is not possible due to weather conditions. In this situation the 2-metre distancing must be followed when going against the one-way system especially when entering the main hall.</p> <p>Bolt to be placed on inside of toilet door.</p> <p>Notice advising one person at a time in each toilet.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p> <p>Hand washing notice in each toilet.</p> <p>Where the building stands empty for a minimum 72 hours cleaning of door handles, light switches, window catches cleaning is not required for COVID-19 purposes.</p>

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<p>Hirers and individuals under their control using the Hall facilities</p>	<p>Surfaces in frequent use Door handles, light switches, tables, and chairs</p>	<p>Surfaces should be wiped over by hirer before the start of the session using a cloth containing an anti-bacterial solution.</p>	<p>Notices displayed around building to advise users that the hirer would have undertaken this.</p>
	<p>Social distancing, vulnerable individuals</p>	<p>Maintain 2metres social distancing where this is not possible maintain the 1 plus metre while taking other precautions (the “plus”) to mitigate the risk of virus transmission.</p>	<p>2 metre social distancing notices displayed in entrance lobby, main hall, and toilets.</p>
	<p>Not following the requirements of 2 metre distancing and the hirers Risk Assessment</p>	<p>Ensure all individuals under their control are familiar with the requirements of their own risk assessment. Ensure all individuals follow the one-way system wherever possible.</p>	<p>All hirers to complete their own risk assessment* to be forwarded to the booking clerk at the time booking. (* A risk assessment template can be provided on request) One Way notices displayed in Entrance Lobby and main hall.</p>
	<p>Not washing of hands</p>	<p>Wash hands regularly for 20 seconds and use the hand sanitiser provided.</p>	
	<p>Infections</p>	<p>It is mandatory for all users to wear face coverings while on the premises (save for those individuals with an exemption).</p>	<p>From the 8th August it is now mandatory to wear a face covering</p>
	<p>Hirers own equipment and materials</p>	<p>For track and trace purposes take a record and contact details all individuals under their control.</p> <p>Hirers are requested that any items they brought into the hall at the beginning of their session is to be taken away.</p>	<p>Hirer retain users contact details for a minimum of 21 days following the event.</p>

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	Waste Social Distancing Exceeding the maximum capacity when maintaining 2metre distancing.	Any waste/rubbish that might have been created during their hire (including the bins in the toilets) should be removed and placed in the black wheelie bin located in the car park. Standing - 23 individuals Seated – 18 individuals. Only the required quantity of chairs and tables available for use.	Hall Management to ensure that black wheelie bin placed on the kerbside on the specified collection days by the Council. Bin bags to be made available in lobby area. This is based on the 2metre social distancing rule. 18 chairs available and 9 tables all located in entrance lobby and should be returned to the lobby following their use.

This COVID-19 Risk Assessment may need to be updated in the future based any new government advice that may be forthcoming. In the event that this risk assessment is required to be amended **all regular users** of the hall will be emailed advising that a new revision is available which can be downloaded from the following website address: <http://www.falfield.org.uk/falfield-village-hall/>

Definitions

Hirers:

1. Representative of an organisation proposing to use the hall for private or public use.
2. Private individuals proposing to use the hall for a private function.

Users:

Members of the public invited to attend either a public or private function.

Committee Members:

Officers, elected members, co-opted members, volunteers, representatives of Organisations and staff of the Falfield Village Hall Management Committee.

All hirers should also refer to Supplementary Terms & Conditions of Hire during COVID-19 which are attached to the Standard Terms & Conditions of Hire which can be download from the following website address: <http://www.falfield.org.uk/falfield-village-hall/>