

Barnham Village Hall – Covid-19 Risk Assessment, (Hall)

Area or People at Risk	Risk Identified	Actions 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. 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 volunteers: – Who could be at risk? Likelihood of staff/volunteers being 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 Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category must be 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. 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. It is important people know they can raise concerns.</p>
<p>Car Park/paths/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues.</p>	<p>Where practical, mark out 2metre waiting area with tape outside all potential entrances 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 there is a risk that social distancing may not be observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage where practical. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.</p>	<p>Hand sanitiser needs to be checked regularly. Provide more rubbish bins; in entrance hall, each meeting room. Empty regularly.</p>

Barnham Village Hall – Covid-19 Risk Assessment, (Hall)

Area or People at Risk	Risk Identified	Actions to Mitigate Risk	Notes
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Where practical, consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser. Include in 'Supplementary Conditions of Hire'
Upholstered seating	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.	Upholstered seating in Bar Area is reserved only for those who need it by reason of infirmity and who have been socially isolating themselves.. Avoid anyone else touching it unless wearing plastic gloves. Clean metal/plastic parts of other seats which are regularly touched.	Consider affixing a sign on the bench seat in Bar Area advising accordingly. Any chairs used to be cleaned before and after use by Hirer. Include in 'Supplementary Conditions of Hire'
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles, light switches Tables, chairs. Floors with carpet less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. Where applicable, use Meeting Room hire rate for Main Hall.
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 Dishwasher	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided. Consider encouraging hirers to ask their visitors to bring their own Food and Drink for the time being.	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. A list to be provided in the box detailing what items should be present. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible. Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	

Barnham Village Hall – Covid-19 Risk Assessment, (Hall)

Area or People at Risk	Risk Identified	Actions to Mitigate Risk	Notes
Storage Rooms (furniture/equipment)	Social distancing more difficult. Door handles / light switches in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before and after use. Hirer to control accessing and stowing of equipment for social distancing.	No practical alternative for storage.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Soap and paper towel dispensers.	Hirer to control numbers accessing toilets at any one time, with attention to more vulnerable users. Hirer responsible for cleaning all surfaces etc before public arrive and upon departure. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer to advise if re-stocking needed. “Engaged”/“Vacant” signs on doors. Include in ‘Supplementary Conditions of Hire’
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	No foreseen use of stage. Lighting and sound controls N/A. Not practical to remove or otherwise secure stage curtains.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves and face visor.	No Hall-organised functions planned. Hirers to abide by guidelines shown here. See National Rural Touring Forum guidance, Section 2.6
Playground, Play equipment and Outdoor gym equipment	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 clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.	Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.	See Appendix I for sample notice, adjust to suit.