

COVID-19 Risk Assessment for Clungunford Village Hall – May 2021

Area or People at Risk	Risk identified	Actions taken to mitigate risk	Notes
1. Trustees, contractors, hall users and volunteers – Identify WHAT activity or situations might cause transmission of the virus and likelihood people could be exposed	<p>Surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues, paper towels and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional maintenance workers.</p>	<p>Any indoor event will be limited to a maximum of 50.</p> <p>Indoor interactions will be limited to groups of 6, or two households, sitting together at any one time.</p> <p>Outdoor interactions will be limited to groups of 30 individuals from different households sitting together.</p> <p>Signs with 'Stay at Home if Unwell' & other guidance (social distancing = 1+ metres) will be placed at entrance, in the bar, in the garden and in the Main Hall.</p> <p>Plenty of cleaning materials (sprays and rolls of paper towels) will be positioned at various places around the hall.</p> <p>Increase the number of bins.</p> <p>The hall will be professionally</p>	<p>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>

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		<p>cleaned at least once a week.</p> <p>Volunteers will be provided with disposable gloves if requested.</p> <p>Contractors will be expected to provide their own PPE.</p> <p>PHE guidance and PPE will be available for use in the event deep cleaning is required.</p>	
<p>2.</p> <p>Trustees, contractors, hall users and volunteers – think about WHO could be at risk and likelihood they could be exposed.</p>	<p>Any volunteers, especially those who are either vulnerable or over 70.</p> <p>Volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be at risk.</p> <p>Any users of the hall during events or using the bar.</p>	<p>Risks will be assessed through this document which will be regularly reviewed (current version 3).</p> <p>Regular engagement volunteers and users to see if arrangements are working.</p>	<p>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 directly with any trustee.</p>

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<p>3. Bar operations – additional risks to consider when bar is operational</p>	<p>Contact between customers and bar volunteers.</p>	<p>A temporary register of customers' names and contact details will be kept by bar volunteers.</p> <p>At least two volunteers per event will be on duty.</p> <p>Table service will be applied, including collecting empty glasses.</p> <p>Volunteers who serve customers will be asked to wear masks indoors.</p> <p>Cashless payments will be introduced and encouraged.</p> <p>Volunteers will clean the bar-top every 30 minutes, and table surfaces between customers.</p> <p>Customers will be instructed that they must wear masks when not seated indoors (eg, going to the toilet).</p> <p>Bar volunteers will wear</p>	

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		<p>disposable gloves if requested.</p> <p>Glasses will be dried using disposable rolls of paper towels. Any linen tea towels used will be laundered after an event.</p> <p>Hand sanitiser and cleaning materials will be available at the bar for customers and volunteers.</p> <p>Volunteers will be asked to wash their hands before and after their shift.</p> <p>Volunteers will clean contact points behind the bar at the start and end of each event (fridge handles, doors, till, shutter, etc)</p> <p>Volunteers will wipe down any hard chair surfaces (arms, backs, seats) at the end of an event.</p> <p>At any event that may be busy</p>	

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		an additional volunteer may be required to help manage and monitor toilet access (see 10 below).	
4. Car Park/garden/exterior areas	<p>Social distancing not being observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop litter.</p>	<p>2 metre waiting spaces will be marked outside all potential entrances with tape to encourage care if queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish. Wear plastic gloves and remove.</p> <p>Signage about social distancing will be placed in garden.</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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
5. Entrance lobby/corridors	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>"Pinch points" and busy areas have been identified. A one-way system in to and out of the hall will be introduced with signage. [In main door and out the fire exit of the East Room – see separate plan]</p>	<p>Hand sanitiser needs to be checked regularly.</p> <p>Provide more bins. Empty regularly.</p>

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		<p>Door handles and light switches will be cleaned regularly.</p> <p>Hand sanitiser to be provided at entrance and exit.</p>	
<p>6.</p> <p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chairs.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used will be cleaned by hirers of the hall (or volunteers/ trustees if it is a hall-organised event) at the end of each event.</p> <p>The ventilation fan will be used to increase air circulation when possible.</p> <p>Bins will be emptied at the end of each event.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p>
	<p>Soft furnishings cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window curtains or blinds. Wall images.</p> <p>Social distancing to be observed</p>	<p>The large cushioned chairs should preferably not be used.</p> <p>Social distancing guidance (1 metre+) will be observed by hirers in arranging their activities. This will be a booking condition.</p>	

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		Hirers will be required to clean contact points in the hall at the start and end of their event. They will be encouraged to wash hands regularly.	
7. East room & Bar	Closing internal doors and the wall to the East Room will limit air circulation and increase the likelihood of infection.	Closing the moveable wall will be prohibited. The whole hall will be used for any event. Windows and doors will remain open where possible.	Will avoid two groups using the same kitchen.
8. Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles.	Hirers/events will be encouraged not to use the kitchen at all if this is possible. They may bring their own food. Hirers will be asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.	Cleaning materials to be made available in clearly identified location - a box on one of the kitchen surfaces. This should be regularly checked and re-stocked as necessary.

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		<p>Hirers will be required to clean all areas likely to be used before & after use (especially common contact points like cupboard doors).</p> <p>They will wash, dry and stow crockery and cutlery after use.</p>	
	<p>Fridge Crockery/cutlery Kettle/hot water boiler Cooker</p>	<p>Hirers will be asked to bring their own tea towels for use in the kitchen, or use disposable paper rolls.</p> <p>Hand sanitiser, soap and paper towels will be provided in the kitchen.</p>	
<p>9.</p> <p>Storage areas and cleaning cupboard</p>	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access not required. Areas will remain locked.</p> <p>Users of these cupboards will be asked to clean contact points after use.</p>	

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10. Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p>	<p>Only the toilets by the car park will be used by those attending an event. A one-way system will mean users exiting the toilets via the disabled door and having to re-enter via the main door (see plan).</p> <p>The rear toilets by the kitchen will have limited access. They will only be used if an event is busy, and these toilets will be used solely by volunteers at a hall organised event.</p> <p>Signage will ask users to wait at an appropriate distance if the toilet is in use.</p> <p>Signage will ask all users to wipe down surfaces they have used (eg, toilet seats, tap, doors, etc)</p> <p>All contact points will be wiped down at the start and end of any event by the hirer (or volunteers if it is a hall event)</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.</p>

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		<p>Bins will be emptied after each event.</p> <p>Cleaning materials will be available in toilets.</p> <p>Posters will encourage hand washing.</p> <p>Plenty of soap and paper towels provided.</p> <p>Bins will be emptied at the end of each event.</p> <p>At events that are expected to be busier, there will be a requirement to have a toilet monitor to assist with queue control and regular cleaning of contact points.</p>	

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11. Attic	Door handle, light switch Social distancing not possible	Public access not required. Area will remain locked. Users of this area will clean contact points after use.	
12. Stage & AV equipment	Social distancing when using these. Lighting and sound controls	Trustees to control access to AV cupboard. Users will be asked to clean contact points as required. Cleaning materials provided by AV cupboard.	
13. Hall-organised 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 and booked in advance. A gap will be left between	See National Rural Touring Forum guidance, Section 2.6

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		<p>individuals or households.</p> <p>Side by side seating will be used where possible.</p>	

