

Goostrey Village Hall

COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2021 – Updated December 2021

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	Insert Date completed and any notes.
<p>Staff, contractors, 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 and Lounge. Staff/volunteers provided with protective overalls and gloves. Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>Staff/volunteers to be given guidance/documentation on cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray cleaning solutions, rubberised and glued surfaces can become damaged by use of certain cleaning sprays too frequently.</p> <p>Stay at home guidance posted in the VH entrance hall.</p> <p>ACRE Cleaning guidance given to staff.</p>
<p>Staff, contractors, 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.</p> <p>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 situation.</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>Staff and volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall</p>	<p>Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p>Adjust hire conditions to cover this.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements.</p>	<p>Special Terms and Conditions of Hire issued to all hirers and signature of hirer required before event. Updated document to be issued to hirers on 8th December 2021.</p> <p>Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people.</p> <p>Avoid raised voices or loud music so that people have to shout to be heard.</p>
<p>Car Park/paths/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Supervisor asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	<p>Outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Hirers are responsible for ensuring event attendees do not congregate near the entrance.</p> <p>Ordinary litter collection arrangements can remain in place. Plastic gloves are provided with the cleaning materials in the Village Hall</p>

<p>Entrance hall/lobby/corridors/toilets</p>	<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>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Touch points including but not limited to door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by the Village Hall. Two contactless dispensers in the main entrance which can be moved. Also, multiple sanitizer sprays available.</p>	<p>Hand sanitiser and cleaning materials are provided and are checked daily by Supervisors.</p> <p>Bins are provided in the toilets, entrance hall and lounge kitchen. DO WE NEED MORE?</p> <p>Supervisors Clean premises and touch points and empty bins daily when hall in use.</p> <p>Hirers are responsible for cleaning touch points prior to their events unless they have arranged for the Supervisors to do this for them (chargeable service)</p>
<p>Main Hall</p>	<p>Risk to hirers if equipment etc is not cleaned by School Staff on handover to the Village Hall and vice versa.</p> <p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment, Screen, window curtains or blinds, pictures etc.</p> <p>Advise Hirers to observe social distancing</p>	<p>Touch points including but not limited to door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<p>Hand sanitiser and cleaning materials are provided and are checked daily by Supervisors.</p> <p>Supervisors Clean premises and touch points daily when hall in use. Including on handover between the VH to the School.</p> <p>Hirers are responsible for cleaning touch points prior to their events unless they have arranged for the Supervisors to do this for them (chargeable service)</p>

		Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser, soap and water available in the toilets. Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched less of a risk.
Upholstered seating/curtains	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.	Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	Encourage hirers to touch upholstered chairs as little as possible and to wipe the parts they touch. Supervisors use antiviral spray for upholstery which is used on the chairs during cleaning. Hirers instructed to use plastic curtain pulls and wipe these before use.
Small meeting rooms and offices	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.	Recommend hirers hire larger meeting spaces and avoid use of small rooms. 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. Wipe shared office equipment.	The Committee Room is currently not for hire for more than two people or as a dressing room. Hirers to clean if used. Office – Hand sanitiser available to Clerk and frequently touched surfaces cleaned regularly. No access to the public no shared equipment.

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	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.	Cleaning materials are available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary by Supervisor. Consider closing kitchen if not required or restricting access.
	Cooker	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink.	Hirers instructed to bring own tea towels. Disposable cleaning cloths, washing up liquid, hand sanitizer, soap, paper towels and cleaning materials provided by VH. Hirers bring their own food and drink.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Supervisor to decide frequency of cleaning.	Staff access to cleaning store only, access one at a time and touch points cleaned regularly.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Tables and chairs are on trolleys so they can be brought out of the cupboard to maintain social distancing. Hirers responsible for cleaning furniture unless they have made arrangements with the Supervisors for them to do it. Supervisors will clean to handover to School.

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, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are checked and replenished daily according to demand. For large events a one way system can be put in place. Hirers are responsible for cleaning the toilets for their own use unless arranged with Supervisors in advance.
Cloakroom	Door handle Social distancing not possible	Hirers to clean door handle and heating controls. Cleaner to decide frequency of cleaning.	Hirers to clean the controls and door handles with a cloth before use.
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.	Stage curtains are to remain drawn back. They are out of reach of most hirers.
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, 1 or 2 seats between groups. Cash payments/donations to be handled by one individual wearing gloves.	Hirers to make their own arrangements for payment during events. Hirers responsible for seating and entry/exit arrangements but can ask staff for advice if they need it.