

WHITECROSS VILLAGE HALL

COVID – 19 Risk Assessment July 2020

A supplementary risk assessment of the Hall was undertaken by Gavin Shakerley on 1st July 2020. The aim of the assessment was to identify specific requirements to meet the ACRE proposed COVID – 19 requirements in anticipation of opening the Hall from 4th July 2020 for Public use.

Apart from the Local Produce Market, scheduled to operate on the 4th July for which Liz Luck has assessed the requirements to operate the hall under Market Regulations, it is not anticipated that, apart from an August produce market, there will be any bookings by regular users until September 2020.

The ACRE Risk Assessment document was used as guide whilst making this review. Although the Village Hall does not have employees The Health and Safety Executive document “Managing risks and risk assessment at work” was also consulted.

Area or People at Risk	Risk Identified	Actions to Take to mitigate Risk	Notes
Contractors, Volunteers and Hall hirers/users	<p>Contaminated surfaces, Rubbish and Maintenance work.</p> <p>Deep cleaning requirements if someone using the hall falls ill with COVID – 19.</p>	<p>All potential touched surfaces, including, but not exclusive such as: door handles, light switches, basin taps, flush handles, need to be cleaned and rules regarding the requirements to be published and provided to all users.</p> <p>Volunteers/Cleaners to be given appropriate PPE, Gloves, Masks, plastic aprons/washable Tabards where applicable.</p> <p>If a user falls ill with COVID – 19 then we expect the hirer/user to advise the Hall Committee and a deep clean will be required, (process to be defined).</p>	<p>Notes on cleaning to be provided.</p> <p>All hirers of the hall will be given a set of instructions to manage the virus safety in the hall and the cleaning requirements will be provided and they will be expected to sign that they will meet these requirements.</p>
Volunteers, Users who could be at risk	<p>Vulnerable or over 70's will need to self-identify and take responsibility for assessing the level of risk to themselves.</p>	<p>Any at risk person must consider whether they should use the hall.</p> <p>All Volunteers must be asked to consider their role and if they are not comfortable with using the hall they are not expected to participate.</p> <p>Hiring conditions will make it clear that hirers will be responsible for those using the Hall; during the hire and will be expected to have particular regard to the well being of any vulnerable people or those over 70 who attend.</p>	<p>Hirers of the hall must communicate with a member of the hall committee if they or any of their users falls ill with COVID – 19 to ensure the hall committee can take action accordingly. Equally the hall committee must advise any hall hirer if there has been a user or anyone attending the hall has fallen ill with COVID – 19 and the hirer must advise all of their users.</p>

Car parking/ paths/ exterior areas	Social distancing is not adhered to	Notices reminding visitors to adhere to social distancing rules based on government advice at the time of use of the hall.	
Entrance Hall/ Lobby Rear Lobby to exit	These are all pinch points which need to be addressed and clear guidance given to users	<p>The aim is to access the toilets via the eastern entrance to the front lobby.</p> <p>The back [South] door will be used as an exit from the hall.</p> <p>Sanitisers are provided in the entrance and exit lobbies mounted on the wall.</p> <p>A table will be placed at the entrance which will have instructions on using the hall and remind users of the need for social distancing and cleanliness at all times.</p> <p>All rubbish created during the hall use will be the Hirers responsibility and they will expected to take the rubbish with them at the end of the hall use. Black bags will be provided, and bins with liners provided to avoid hand contact with bins.</p> <p>Antiviral wipes will be provided for users as required during the use of the hall.</p> <p>All hirers will be expected to clean the key touch points at the end of their session and instructions will be provided to support this.</p>	<p>Provide laminated instructions.</p> <p>Throughout the confines of the hall: “One way only”</p>

Main Hall	<p>Social distancing in the Main Hall is critical but the responsibility of the Hirer. Touch points around the hall, including, light switches, equipment, chairs and tables are all risk points and need to be cleaned.</p>	<p>Instructions on cleaning the hall at the end of use for the hirer will be provided and they will be expected to sign that they will undertake this as part of the rules on hiring the hall.</p> <p>Relevant cleaning items will be provided by the hall.</p> <p>All rubbish is to be removed by the hirer at the end of their session.</p> <p>All tables used must be cleaned by the users at the end of their session prior to putting them back on the stage.</p> <p>All fabric covered chairs, used during the hire, to be sprayed with anti-virus spray.</p>	
Stage	<p>Steps and handrail</p> <p>Using the steps to gain access to the stage and exit from it produces a pinch point.</p>	<p>The steps handrail is used by most people as is therefore a significant virus threat requiring regular Anti-virus cleaning.</p> <p>Hirers must provide the Committee with a copy of their written instructions concerning access controls at pinch points.</p> <p>Stage curtains to remain open.</p>	

<p>Kitchen</p>	<p>The kitchen cutlery, crockery and electrical appliances are all potential contamination points and will not to be used by hirers of the hall. The kitchen in general is seen as a potential hazard for passing on the virus and needs to be controlled.</p>	<p>The use of all equipment, including cutlery, crockery, glasses and utilities is not permitted at the present time. There will be access to the Fridge and sinks, although the use of these is not be encouraged.</p> <p>Users will have to bring their own cutlery, crockery and drinks/food. The surface by the sink is to be wiped down as is the fridge if used.</p>	
<p>Toilets</p>	<p>The concern here is access whilst maintaining social distancing. Also knowing when a particular toilet is in use. The provision of hand wash needs to be improved from small liquid hand wash containers.</p> <p>Paper towels must be used for drying hands and these are currently provided. The removal of used ones is important to be controlled.</p>	<p>Reducing the access by separating the entrance in the lobby to the hall only with a separate socially distanced queue outside for the toilets.</p> <p>To reduce the risk of people going into or queuing in the lobby area we will need to improve the visibility of the ‘engaged’ view of the toilets with a door closed meaning in use/ door open – toilet free policy.</p> <p>We will direct people leaving the toilet to go into the hall.</p> <p>We will look to provide open plastic bins for paper hand towels. Hand sanitiser is provided outside the toilets to encourage users to additionally sanitise their hands when they leave the toilets.</p>	<p>Review what liquid dispensers are available and agree on their purchase.</p> <p>Look for bulk buying of liquid soap and sanitiser to top up dispensers.</p> <p>Throughout the confines of the hall: “One way only”</p>

Committee Room	Committee use only	If mops/floor sweeps are used, they must be cleaned after use.	Provide sign-age and wipes by cupboards.
Store Cupboards	Committee use only		
Exterior of Hall	The grassed area within the external walls is a possible area of use and we expect users to manage social distancing themselves as part of the conditions of hiring the hall.	Clear expectations on all aspects of government instructions on managing social distancing will be put into the hirer agreement.	Signs encouraging social distancing.
Car Parking	Avoid parking congestion to enable effective social distancing	The parking of vehicles within the confine of the walls should be minimised to assist with external social distancing.	