

## **Guilsborough Village Hall COVID-19 Risk Assessment for re-opening Village and Community Halls February 2022**

This document is based on Appendix F of the ACRE guidance (Version February 2022). The risk assessment takes a precautionary approach, although the Government restrictions are now largely lifted.

The COVID-19 Risk Assessment has been produced by the Village Hall Management Committee. We would welcome any comments from our hirers so that we can take these into account. The Risk Assessment should be considered as part of the Special Conditions of Hire which is required to supplement our normal booking terms and conditions.

Despite the removal of restrictions, 2m social distancing should be encouraged in less well ventilated spaces and to protect vulnerable people. Where not possible, mitigation measures such as face coverings are encouraged.

### **Important Notes:**

1. The COVID-19 Risk Assessment will 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 the Village Hall Management Committee 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 that hirers may wish to take.

The potential mitigations are in three categories colour coded as follows, and are based on earlier Government advice:

Red: **Actions based on Government advice (i.e. should be considered mandatory)**

Orange: **Actions that are strongly recommended**

Green: **Actions that the Village Hall Management Committee has considered**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Actions as at 18/10/21
<p><b>Contractors and volunteers</b> – 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><b>Stay at home guidance if unwell at entrance and in Main Hall.</b></p>	<p>Regular cleaning of hall (at least once a week).  Cleaning schedule revised to take account of Covid guidance.  Cleaning guidance provided to hirers, and copies provided both within the handbook (on web site) and on site.  Posters erected as required, particularly at hall entrance.</p>
<p><b>Contractors and volunteers</b>– 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.  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><b>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.</b></p>	<p>Regular cleaning/checking of the hall on a daily basis.  All members of the Village Hall Management Committee will be informed immediately if someone is tested positive for COVID-19 who has been on the premises.  Details of a person’s medical condition will be kept confidential, unless the employee/volunteer agrees it can be shared.  Inform Village Hall insurers if Covid positive case confirmed at the village hall.</p>

<p><b>Social distancing requirements and limit on group sizes of 6 or 2 households.</b> Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of &lt;6.</p>	<p><b>Adjust hire conditions to cover this.</b> <b>Maintain signage.</b> <b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b></p>	<p>Event organisers required to undertake own risk assessment and to manage events appropriately.</p>
<p>Car Park/paths/ /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><b>Cleaner/caretaker asked to check area outside doors for rubbish which might be contaminated.</b> <b>Wear plastic gloves and remove.</b></p>	<p>Based on previous use of the hall, and likely future uses in the short – medium term, it is not expected that there will be any queues outside of the main entrance. The marking out of a 2 m waiting area is therefore not required.</p> <p>Ordinary litter collection arrangements will remain in place.</p> <p>Provide plastic gloves to be worn by cleaner.</p>

<p>Entrance hall/lobby/corridors</p>	<p>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>	<p><b>Identify “pinch points” and busy areas.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b></p>	<p>Hand sanitiser provided on card tables at both hall entrances.</p> <p>Hand sanitiser levels checked daily.</p> <p>Foot pedal bins provided for the gents toilets and for the Reading Room. Pedal bin provision will be kept under review and additional bins will be provided if needed. All bins provided with bin liners which can be changed by the hirers and cleaners.</p>
<p>Main hall, Reading Room, Committee Room</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities.</b></p> <p><b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>Cleaning specification for regular cleaners updated to take account of the Covid guidance.</p> <p>Cleaning equipment and materials to be provided for hirers’ use.</p> <p>Hand sanitiser to be provided at entrance. Soap levels regularly checked in the toilets.</p> <p>Committee Room designated as the Covid room. Provided with first aid kit, chair, instructions and other information as required.</p>

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.	<b>Ask those moving the chairs wear plastic gloves.</b>	Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched are less of a risk.
Committee room	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.	<b>Recommend hirers hire larger meeting spaces and avoid use of small rooms.</b> <b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b>	There is no regular hiring of the Committee room. The Parish Council has moved its meetings to the small or main hall as required.

Kitchen	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p><b>Hirers are asked to maintain social distancing, especially for the vulnerable.</b> <b>Hirers to clean all areas likely to be used, wash, dry and stow crockery and cutlery after use.</b></p>	<p>Cleaning materials are made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and restocked as necessary.</p> <p>Use of the kitchen by hirers should generally be limited to those requiring refreshments as part of the activity.</p> <p>The kitchen should not be used as a thoroughfare between the entrance hall and back of the stage, except where access to the back of stage area is required to stored equipment, or for GMADS hire.</p>
	Cooker/Microwave	<p><b>Hirers to bring own tea towels.</b> <b>Hand sanitiser, soap and paper towels to be provided.</b> <b>Encourage people to eat or drink when seated.</b></p>	<p>MMM usually use own tea towels.</p> <p>All hirers to be requested to bring their own tea towels.</p> <p>Hirers requiring refreshments are requested to bring their own until the Guidance changes.</p>

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>	Access to the cleaning cupboard is by keyholder only – the Village Hall Management Committee.  All hirers requested to clean before and after hire, against a set list.
Storage Rooms (furniture /equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Hirer to encourage social distancing and use of hand sanitiser.</b>	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b> <b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</b> <b>Consider posters to encourage 20 second hand washing.</b>	Hirers are encouraged to ensure that only one person accesses the toilets at any one time.  Toilets and soap are checked on a daily basis, and hirers requested to clean prior to use, and after hire period.
Stage	Curtains Social distancing Lighting and sound controls	<b>Hirer to control access and clean as required.</b>	