

Bardwell Village Hall COVID-19 Risk Assessment

This risk assessment applies to everyone entering the village hall for any reason

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, cleaners, Hirers, Contractors, public entering the building</p> <p>Think about who could be at risk and likelihood.</p>	<p>The hall cleaners attend once a week on the Monday. Therefore there is a reliance on hirers to clean before, during and after hire.</p> <p>Persons entering the hall would be at risk if previous attendees had not cleaned properly</p> <p>Areas of concern: toilets, kitchen, bar: doors, door handles, light and heater switches, taps, toilets, basins, surface areas, window catches, emergency exits, chairs, tables</p> <p>Cleaning/repairing any surfaces infected. Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19</p>	<p><i>Stay at home guidance if unwell at entrance and in Main Hall.</i></p> <p><i>All visitors must use sanitiser on entry and exit of the hall.</i></p> <p><i>Staff/volunteers provided with protective overalls and gloves. Contractors provide own</i></p> <p><i>Staff/volunteers advised to wash outer clothes after cleaning duties.</i></p> <p><i>Follow PHE guidance and PPE if deep cleaning is required. Issue cleaning advice to staff for general/deep cleaning.</i></p> <p><i>Hirers are responsible for: Cleaning before, during and after hire, and for removing all rubbish into the bags supplied. See terms & conditions</i></p> <p>cont.....</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>Cont....</p>

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	<p>Those extremely vulnerable or over 70 could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Discuss situation with 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>Hirers should immediately notify the booking agent if anyone becomes ill at or after visiting the hall.</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.</p> <p>Post hall emergency contact details in the lobby</p> <p>Date: <i>21-6-21</i></p>
<p>Events, Main Hall, Bar, Kitchen</p> <p>Staff/volunteers, public, and performers.</p> <p>Controlling numbers, when social distancing rules could vary</p>	<p>Handling cash and tickets, serving drinks, food, raffle prizes.</p> <p>Too many people arrive at once.</p>	<p>Hirer and or event organisers should do their own risk assessment, and implement any controls needed for running their event</p> <p>Hirer to ensure seating layout and capacity does not exceed hall limits, or social distancing/covid regulation applicable at the time of the event</p> <p>Hirer responsible to record attendees in line with track and trace.</p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>	<p>Add details to the Covid special hire conditions.</p> <p>Display hall NHS track and trace code.</p> <p>Date: <i>21-6-21</i></p>

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<p>Social distancing General</p>	<p>Social distancing regulations can change at any time causing confusion among hirers.</p> <p>Risk to people attending the hall and mixing with others. Which may be unlawful if the regulations change by the day of the event.</p> <p>Risk of virus spread to all attending an activity or event.</p>	<p>Advise hirers they should maintain hall limits and or social distancing rules that apply on the day of the event. It is their responsibility to remain updated.</p> <p>The hirer must convey to, and ensure that those attending need to abide by all current covid-19 regulations at the time of the event</p>	<p>Event organisers are not expected to ask about people's domestic arrangements. But no group members should mingle, ie mix, with another group. Socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p> <p>Date: <i>21-6-21</i></p>
<p>Car Park/paths/patio/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>Gravelled area unsuitable for marking out. Consider notices on the approach that if queuing, please remain 2 m apart.</p> <p>Hirers should check for rubbish and remove after their event. Cleaner asked to check area outside each week</p> <p>Items might be contaminated, e.g. tissues. <u>Wear plastic gloves.</u></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> <p>Date: <i>21-6-21</i></p>

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Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk of social distancing is not observed. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system for large events and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked regularly. Provide more bins in entrance hall toilets and main hall. Empty regularly. Date: <i>21-6-21</i>
Main Hall	Door handles, light switches, window catches, tables, chair backs.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use as per the guidance Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Hirers, cleaners, and visitors should clean their hands immediately after touching any items	Supply cleaning advice, and disposable cloths Date: <i>21-6-21</i>
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.	Cushioned chairs are difficult to clean, cleaning can damage fabric. Consider reducing the number of chairs and rotate their use. Leaving those used for at least 72 hrs in a quarantine area, Avoid touching them unless wearing plastic gloves, or clean hands immediately after.	Separate chairs into unused, left side, used right side of annex. Cleaners to return then to clean area when clean.

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Soft furnishing	Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds, signs, notices, and displays.		Consider removing any other items which are difficult to clean and likely to be touched by the public. Provide hand sanitiser Date: <i>21-6-21</i>
Storeroom, Green Room, corridor	Social distancing more difficult in smaller areas Door and window handles Light switches, power supply switches, fuses, electric meter. Stored tables, heaters, cabinets,	Room used for storage, and not hired. Place notice one person at a time. Items removed to be cleaned prior to use, and before returning Consider locking these rooms to reduce unnecessary cleaning. Issue enough for an event. Surfaces and equipment to be cleaned by hall cleaner once a week.	Access required for tables, heating, screen, and fuses. Place a notice on doors, one person at a time. Consider locking storeroom to control access and limit contamination. Date: <i>21-6-21</i>
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Crockery/cutlery Kettle/hot water boiler Cooker	Hirers should control numbers using kitchen and ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before and after use. Wash, dry and store crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Encouraging hirers/public to bring their own food and drinks for the time being.	Cleaning materials to be made available in clearly identified locations, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider paper towel dispenser in the kitchen and bar area. Date: <i>21-6-21</i>

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Kitchen Store cupboard	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning. Notice, one person only	Date: <i>21-6-21</i>
Storage Rooms (furniture/equipment)	Social distancing more difficult in storeroom, Door handles, light switches, and equipment pose a risk when equipment needing to be moved.	Hirer to clean equipment required before and after use Hirer to control accessing equipment to encourage social distancing.	Date: <i>21-6-21</i>
Toilets	Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats, 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, and at the end of hire. Consider engaged/vacant signage and posters to encourage the 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Consider towel dispensers Date: <i>21-6-21</i>

Approved by the committee at the meeting held on 25th June 2021, Tithe Barn