**HORTON and CHALBURY VILLAGE HALL**

**COVID-19 RISK ASSESSMENT: OPENING OF THE HALL - 1st AUGUST 2020**

***MAXIMUM NUMBER in HALL*: 30 KITCHEN INITIALLY CLOSED. Designated safe area: Ladies toilet**

**Ladies to use the Disabled Facility ALL rubbish to be taken away by the hirer – normal practice**

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| ***SECTION 1***  ***PEOPLE AT RISK*** | **Risk identified** | **Actions to take to mitigate risk** | | **Notes** |
| Administrator/Caretaker, Cleaner, Management Committee members, others doing occasional maintenance work. External contractors eg an electrician  ***Staff, contractors and volunteers –*** *Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed* | 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. | **Stay at home guidance if unwell –** Poster at entrance  Cleaner using own PPE  PPE available.  External contractors provide their own.  Staff/volunteers advised to wash outer clothes after cleaning duties.  Staff given PHE guidance and PPE for use in the event deep cleaning is required. | | **RED FONT – based on Government Advice –**  **ie to be considered MANDATORY** |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed. | 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.    Mental stress from handling the new situation. | Staff in the vulnerable category are advised not to attend work for the time being  Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces is sufficient to mitigate their risks, or whether they should not undertake any work for the time being.  Talk with staff regularly to see if arrangements are working. | | **Staff and volunteers to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.**  **Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.** |
| ***SECTION 2***  ***AREA*** | **Risk identified** | | **Actions to take to mitigate risk** | **Notes** |
| **Car Park/covered porch area by main door/exterior areas** | Social distancing is not observed as people congregate before entering premises.  Parking area is too congested to allow social distancing.  People drop tissues or masks | | 2 metre waiting area marked outside the entrance to encourage care when queueing to enter.  Cleaner, Administrator & Duty Manager (when required) asked to check outside area for rubbish which might be contaminated, eg. Tissues/masks. Wear plastic gloves and remove. | 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. |
| **Entrance lobby/corridor** | 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. | | 2 metre spacing marked in entrance lobby. Also signage.    Hirer asked to see people out in an orderly fashion.  Door to be pinned back when people are coming in & going out  Hand sanitiser to be provided – both inside and outside the door  Door handles and light switches to be cleaned before and after every hire | **Hand sanitiser needs to be checked regularly.**  **For safety reasons ALL light switches to be cleaned by the Administrator/Cleaner or hall volunteer – NOT the hirer** |
| **Tower Room (Main Hall)** | Door handles, light switches, tables  Equipment used – tables,  Other equipment brought in by hirers | | Door handles, tables, and other equipment used to be cleaned by hirers before & after use  Chairs have fabric seats so have to be used on a rotational basis – colour coded on trolleys – once used put into the store room for 72 hrs.  Social distancing guidance to be observed by hirers in arranging their activities.  Hirers to be encouraged to wash hands regularly. | Chairs – allowing for the maximum number of 30 to be used there are 2 trolleys of 15 on each trolley for each colour  ie 30 red, 30 black, 30 green  Even if fewer than 30 chairs have been used it is essential for **both trolleys to be put in isolation** |
| ***AREA*** | **Risk identified** | | **Actions to take to mitigate risk** | **Notes** |
| **Scutt Room (Small room)** | Social distancing more difficult in smaller areas  Door and window handles  Light switches  Tables | | Recommend hirers hire larger meeting spaces and avoid use of small rooms  Surfaces and equipment to be cleaned by hirers before & after use |  |
| **Kitchen**  **CURRENTLY CLOSED** |  | | Hirers to bring their own Food and Drink for the time being. |  |
| **Toilets** | Social distancing difficult.  Surfaces in frequent use - door handles, basins, toilet handles, seats etc.  Baby changing and surfaces, mirrors. | | ONE person in at a time  Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.  Hirer to clean all surfaces etc before others arrive unless the cleaner has pre-cleaned – Administrator/caretaker will advise  Engaged/vacant signage. Posters to encourage 20 sec hand washing. | Administrator/caretaker to ensure soap, paper towels, tissues and toilet paper are regularly replenished.  NB lighting automatic – no switches |
| **Store cupboard in Hall** | Social distancing not possible  Door handle | | One person in at a time – just the hirer who will access the cleaning equipment  . |  |
| **Large Storage Room**  **(furniture/equipment)** | Social distancing more difficult Door handles | | Administrator /caretaker to control accessing and stowing equipment to encourage social distancing & isolation of chairs |  |

27th July 2020