
Dadlington Village Hall Management Committee

COVID19 Risk Assessment for Dadlington Village Hall

May 17th 2021 – June 21st 2021

This Risk Assessment should be read in conjunction with relevant legislation and guidance issued by National and Local Authorities.

The potential mitigations are in 3 categories:

Red- Actions based on Government advice (Mandatory)

Orange- Actions strongly recommended

Green – Actions to consider

| Area or People at Risk | Risk identified | Actions to mitigate risk | Date completed and notes |
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| Volunteers and Cleaner: 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. Occasional maintenance workers | COVID19 guidance at entrance. Gloves provided. Volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required. Contractors provide their own PPE | Volunteers may need guidance as to cleaning. E.g. cloths should be used on light switches and electrical appliances rather than spray disinfectants. |
| Contractors and volunteers – think about who could be at risk and likelihood of exposure. | Vulnerable or 70+Volunteers. | Staff in the vulnerable category advised not to work for time being. Discuss situation with volunteers over 70 to identify how to mitigate risks, or cease working | Staff will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. |

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| <p>Social distancing requirements and limit on group sizes of 6 or 2 households. 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 ≤6.</p> | <p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.</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 be needed e.g. to seating arrangements.</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. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p> |
| <p>Car Park/paths/patio/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>Sign to Entry door (back door)</p> <p>Mark out 2metre waiting area outside back door with tape to encourage care when queueing to enter.</p> <p>Hand sanitiser next to key safe by entry door.</p> <p>Check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove</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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves. Check hand sanitiser regularly.</p> |
| <p>Lobby/corridors</p> | <p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> | <p>Identify "pinch points" and busy areas. Create one-way system and provide signage.</p> | <p>Provide more bins, in room. Empty regularly.</p> |

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| | Door handles, light switches in frequent use. | Door handles and light switches to be cleaned regularly. | |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms. | Track and Trace QR code to be displayed. Track and Trace log book provided. Hand sanitiser to be provided . Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers after every use. Blinds not to be used. | Hand sanitiser needs to be checked regularly. Advise hirers on proper cleaning techniques Upholstered chairs not in use. |
| Kitchen | Social distancing more difficult. Door and window handles, switches, surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler | Kitchen not to be used by Hirers Hand sanitiser, soap and paper towels to be provided | Cleaning materials in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. |
| Storage Room (furniture/equipment) | Social distancing not possible. Door handles, light switch, tables and chairs. | Deny access to hirers | Plastic chairs to be provided in main hall. Maximum 20 |
| 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 Consider engaged/vacant signage and posters to encourage 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. |