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## Dadlington Village Hall Management Committee

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# COVID19 Risk Assessment for Dadlington Village Hall

## September 2020

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
<b>Volunteers and Cleaner:</b> 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.	<b>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.</b>	Volunteers may need guidance as to cleaning. E.g. cloths should be used on light switches and electrical appliances rather than spray disinfectants.
<b>Contractors and volunteers</b> – think about who could be at risk and likelihood of exposure.	Vulnerable or 70+Volunteers.	<b>Staff in the vulnerable category advised not to work for time being.</b> <b>Discuss situation with volunteers over 70 to identify how to mitigate risks, or cease working</b>	Staff will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.

<b>Car Park/paths/ patio/interior areas</b>	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<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>	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.
<b>Lobby/corridors</b>	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>Identify “pinch points” and busy areas. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p>	Provide more bins, in room. Empty regularly.
<b>Main Hall</b>	Door handles, light switches, window catches, tables, chair backs and arms.	<p>Track and Trace QR code to be displayed. Track and Trace log book provided.</p> <p>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.</p> <p>Blinds not to be used.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Advise hirers on proper cleaning techniques</p>
<b>Kitchen</b>	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>Kitchen not to be used by Hirers</p> <p>Hand sanitiser, soap and paper towels to be provided</p>	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. Liaise with Churchwarden regarding use during Church Services.