

RISK ASSESSMENT FOR ALDBROUGH ST JOHN VILLAGE HALL

ADDITIONAL COVID-19 ISSUES

AS OF 5 JULY 2020

Area of Risk	Risks identified	Actions to take to mitigate	Notes
Contractors and volunteers	<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.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Cleaner has protective clothing and plastic or rubber gloves and advised to wash outer clothes after cleaning duties. Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Maintenance work to be carried out when hall not in use.</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>

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<p>Contractors and volunteers</p>	<p>Volunteers who are either extremely vulnerable or over 70.</p> <p>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>Volunteers in the vulnerable category are advised not to use Village Hall for the time being.</p> <p>All maintenance and cleaning to take place when Village Hall not in use.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Volunteers and keyholders will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park and ramp</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>Mark out 2metre waiting area on ramp with tape to encourage care when queueing to enter.</p> <p>Hirer required to police car park for people congregating</p> <p>Hirer required to check area outside doors for rubbish which might be contaminated, e.g. tissues. 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.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves at sanitation station.</p>

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Entrance 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.	<p>Mark out 2 metre spacing in entrance corridor. Create one- way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked regularly by cleaner and hirer</p> <p>Provide more bins in entrance hall. Empty regularly by Hirers</p>
Main Hall	<p>Door handles, light switches, window catches, tables and chair backs.</p> <p>Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, electrical switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Provide hand sanitiser.</p>	<p>Include in Hirer instructions.</p> <p>Cushions removed from chairs</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p>

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Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles Light switches</p> <p>Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker</p>	<p>Hirers required to control numbers using kitchen so as to ensure social distancing. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Maximum of two in Kitchen</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels provided</p> <p>Encourage hirers to bring their own Food and Drink for the time being.</p>	<p>Cleaning materials are available in clearly identified location, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required</p>
Store cupboard	<p>Social distancing not possible Door handles, light switch</p>	<p>Locked, access by cleaner</p>	
Toilets	<p>Social distancing difficult. Surfaces in frequent use = door handles, electrical switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Only one person accessing toilets at one time.</p> <p>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p> <p>Signage to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>

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Events	<p>Handling cash and tickets</p> <p>Too many people arrive</p>	<p>Organisers arrange online systems and cashless payments as far as possible.</p> <p>For performances seats to be limited, booked in advance, 2 seats between individuals or households.</p> <p>Hirers responsible for restricting numbers of attendees. 28 in main hall, maximum of 2 in kitchen and one in a toilet at any time (as of 5 Jul 20). For latest restrictions speak to committee.</p>	
Someone falls ill with COVID-19 symptoms	Transmission to others	Move person to safe area, arrange evacuation and inform village hall committee on 01325 374453 (Becky), 07990975545 (Chris) or cleaner on 01325 377447	Hall to be closed for deep cleaning