

High Wray Village Hall Covid-19 Risk Assessment

High Wray Village Hall Covid-19 Risk Assessment	Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
	<p>Contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<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. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. 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.</p>	<p>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>05.07.2020</p>
<p>Contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. 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 to observe the guidelines and not do anything which compromises their own safety. 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. Provide screen for any reception office. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Volunteers 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>20/07/2020</p>	

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<p>Car Park/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>As the hall is not being used frequently. User leaders or organisers will be asked to remind people their group of the need to observe social distancing from the minute they exit from their car. The person clearing any rubbish outside in the parking area, which may be contaminated will wear protective gloves.</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.</p> <p>20.07.20</p>
<p>Entrance hall/lobby/corridors</p>	<p>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>	<p>At present the hall use is being restricted to members from 2 households. Pinch points identified are the entrance lobby and entrance to washrooms</p> <p>Clean door handles and light switches regularly.</p> <p>Hand sanitiser is positioned in the entrance hall and by the side entrance/ fire exit.</p>	<p>Hand sanitiser needs to be checked after the hall has been used.</p> <p>Door handles and light switches Before after each hiring session as a minimum.</p> <p>20.07.2020</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use. Window curtains and blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned regularly by hirers. Also before hire, by hall cleaning volunteers.</p> <p>Social distancing guidance to be observed by hirers. Hirers to be encouraged to wash hands regularly.</p>	<p>There will be a 72 hour period between different group use.</p> <p>Minimal handling of soft furnishings.</p> <p>Hand washing recommended after touching curtains or fabric furnishings. Hand sanitiser is available.</p> <p>20.07.2020</p>

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<p>Upholstered seating</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</p> <p>72 hour period empty between different hiring groups.</p> <p>Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.</p>	<p>Chairs surplus to current needs taken out of commission.</p> <p>Clean the metal parts of chairs regularly touched.</p>	<p>20.07.2020</p>
<p>Kitchen area</p>	<p>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>	<p>Hirers are responsible for their own safety and cleaning all areas <u>before</u> use.</p> <p>Please respect the 'DO NOT USE' Notices. For everyone's safety most of the hall crockery and cutlery has been decommissioned. There is a reduced collection sufficient for your needs.</p> <p>Wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring their own tea towels.</p>	<p>Cleaning materials are available under the sink they are checked and restocked as necessary.</p> <p>Hand sanitiser, soap and paper towels will be provided.</p> <p>20.07.2020</p>
<p>Cooking</p>	<p>Cooker/Hob/Microwave Knobs and control panels and door handles main points of contact</p>	<p>Clean knobs, control panel and door handles regularly.</p>	<p>20.07.2020 Electrical switches Cloths moistened with disinfectant should be used on light switches and electrical appliances rather than sprays</p>

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Store cupboards	Door handles.	Repect "DO NOT USE" notices. Do not access unnecessary equipment.	20.07.2020
Storage Area	Decommissioned equipment not normally in use. Hirer's own equipment to be kept separate	Hirer to keep their own equipment separate from hall equipment.	Stay Covid Aware at all times 20.07.2020
Toilets/Washrooms	Social distancing difficult. Surfaces in frequent use:- door handles, light switches, basins,taps, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Maximum of 2 households only are allowed to hire at present. Threat mitigated by these limitations. Additional bins provided in washrooms. Hirers to provide their own toilet rolls. Hirers to provide their own hand and bath towels.	Ensure soap, paper towels, are replenished, as needed. 20.07.2020
Electric Heaters	Knobs and control panels and door handles main points of contact	Refrain from unnecessary contact with the heater controls.	Clean knobs and control panel Electrical switches Cloths moistened with disinfectant should be used on light switches and electrical appliances rather than sprays. 20.07.2020
Stage Curtain	Fabric Curtains operated by a pulley system	Notice asking that users:- PLEASE REFRAIN FROM USING THE STAGE CURTAIN	20.07.2020

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Money	Handling Cash to be avoided. Payments to be made by BACS directly to the bank account by preference	Bank details for payments are provided on the hiring agreement.	20.07.2020
Games / Play equipment	Darts, table tennis table	Visitors to bring their own darts. Use of the table tennis equipment is at your own risk. Please clean/disinfect before using.	20.07.2020
Cleaning/Sanitising	Cleaning materials may be harmful.	Protective equipment may be required when using.	Hirers are to provide their own protective gloves for use when appropriate. 22.07.2020