

Asby Village Hall – Covid-19 Risk Assessment

20 August 2020

Important Notes:

1. This COVID-19 Risk Assessment supplements the General Risk Assessment, a copy of which is available on our website.
2. This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
3. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff – Cleaner</p> <p>Volunteers – All Committee members</p> <p>Contractors – Not known</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.</p> <p>Occasional Maintenance workers enter premises.</p>	<p>Stay at home guidance if unwell sign placed at entrance and in Main Hall.</p> <p>Staff/volunteers provided with NHS-type PVC apron, nitrile gloves and Type 1 face masks.</p> <p>Volunteers will be issued with cleaning guidance prior to clean.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Specialist company will be contracted in the event deep cleaning is required.</p> <p>All maintenance up-to-date</p>	<p>Notices in place as of 27 Aug 2020</p> <p>Appropriate PPE received 14 Aug 2020. It will be available for 27 Aug 2020 cleaning. Cleaner hired on as required basis from Aug 2020 Appropriate cleaning materials and briefing provided before any clean.</p> <p>Use of specialist approved at reopening meeting on 4 Aug 2020. Nil required as of 3 Sep 2020 when earliest hall use expected.</p>

<p>Staff, 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. 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.</p> <p>Mental stress from handling the new situation.</p>	<p>Cleaner hired from Aug 2020 not in vulnerable category.</p> <p>Volunteers over 70 not required to work.</p> <p>Volunteers are only requested to assist with a general clean prior to hall reopening. No outstanding maintenance required when hall reopens on 3 Sep 2020. Volunteers are not routinely in the hall limiting exposure.</p> <p>Talk with staff and volunteers regularly to see if arrangements are working.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Calling notice for general clean will advise over-70s that they do not need to attend. Doors on cupboard in supper room will be fitted prior to reopening; no other maintenance work is scheduled for the hall.</p> <p>It is important people know they can raise concerns.</p>
<p>Paths and exterior area (Note that parking is in public area at the side of the road).</p>	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues.</p>	<p>Area outside hall already marked with 2mtr spacing for school. Roadway to entrance is 2mtr gap. Exterior area at rear will not be open except as emergency exit.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Littering is not an historic issue.</p>	<p>Supplementary conditions of hire produced 19th Aug 2020 covers social distancing. Ordinary litter collection arrangements can remain in place. Provide disposable gloves (supplied 14 Aug 2020).</p>

Entrance hall/lobby/corridors	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>Signage to warn of social distancing when entering supper room. Event organiser to switch on required lighting and heating negating frequent use. Door between supper room - main hall to remain open negating frequent use. Provide wipes for door to toilet. One-way system not required as permitted users will arrive, hold event and then leave Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser points at external entrance to supper room, doorway to toilets and main hall emergency exit.</p>	<p>Hand sanitiser to be checked by cleaner. Provide small pedal bin in supper room and main hall for tissues. Empty regularly.</p> <p>Wipes in place 27 Aug 2020</p> <p>Use limited to reduce cleaning; revised contract identifies event organisers' responsibility for regular cleaning. Three hand sanitisers installed 27 Aug 2020</p>
Main Hall	<p>Door handles, light switches, window catches</p> <p>Chair fabric cannot be readily cleaned between uses. Tables Audio visual equipment and control panel.</p> <p>Curtains Social distancing to be observed</p>	<p>Door handles, light switches, window catches cleaned by cleaner and regularly by hirer during use. Chairs hard surfaces cleaned by hirer at end then stored for 72 hours. Tables to be cleaned by hirers before and after use. All other equipment provider by hirer who is responsible for its cleaning. Where it is necessary to draw the curtains across the windows, one person should be allocated the task. That same person should open the curtains again at the end of the event. Social distancing guidance to be observed by hirers in arranging their activities. Limit of 30 people to allow social distancing. Hirers to encourage regular hand washing.</p>	<p>Cleaner hired from Aug 2020</p> <p>Provide small pedal bin main hall for tissues 27 Aug 2020. Reminder in Supplementary conditions of hire; signage placed in hall 27 Aug 2020.</p> <p>Hand sanitiser provided 27 Aug 2020.</p>

Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Hirer required to clean metal parts of chairs after use then to stack them on the stage. Individuals cleaning chairs to wash/sanitise hands before and after. Utilisation rate of hall will normally allow minimum of 72 hours 'rest' between chairs being used. Maximum of 30 chairs will be made available. Additional 30 chairs are available in storage if 2 events wouldn't permit 72 hours rest.	Requirement to clean and stack chairs added to contract. Events secretary will monitor usage to facilitate appropriate rest period.
Small meeting room (Supper Room)		Hirers to use main hall only. Entry/exit through supper room; door into main hall kept open. Hand sanitiser dispenser at entrance to supper room/hall. Designated space for individual feeling unwell in supper room; all other users to exit via main hall fire exit.	Hall use and entry/exit procedures detailed in revised contract Sanitiser in place xx Aug 2020 Designated area identified and marked xx Aug 2020
Kitchen and bar	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Kitchen and bar will not be used. Hirer will nominate individual to enter kitchen area to control heating. Hirer will nominate an individual to set up AV equipment accessed via kitchen area. Cleaning material available to hirer to clean those surfaces they need to touch. Users will be permitted to bring their own food and drink. They will supply own crockery, cutlery etc and responsible for waste removal.	Main area taped off as of 27 Aug 2020 Cleaning materials available 27 Aug 2020. Cleaning material placed on work surface at entrance to kitchen. Agreed by committee and signed off by Chair, 16 Aug 2020, in respect to Asby Cinema based on robust 1mtr+ seating plan.

Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access not required. Two of 3 cupboards padlocked by hirers storing equipment.	
Storage Shed (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to limit numbers of individuals getting tables (or chairs if 72 hrs quarantine not possible for chairs on the stage) from store. Hands to be washed or sanitised before and after movement.	
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Only disabled toilet available. Cleaner will have cleaned all surfaces between events. Ladies and gents taped off Hand sanitiser dispenser in main hall outside door to toilet	Cleaner to ensure soap, paper towels, tissues and toilet paper are replenished with sufficient stock for each use. Tape off ladies and gents on 27 Aug 2020 Hand sanitiser dispensers installed 27 Aug 2020. Poster in place 27 Aug 2020.
Stage	Social distancing Sound controls Lighting Curtains	Stage only used to store chairs x 30. Sound system use limited by hirer to one person and cleaned afterwards. No requirement for lighting system under current usage. Minimum people to touch curtains; tie back after use.	Chairs pre-positioned 27 Aug 2020.

Events	Handling cash and tickets Too many people arrive	<p>Hirers who need to handle money encouraged to use online system, cash use to be minimized.</p> <p>Seats to be limited to 30, booked in advance, 2 seats between household groups.</p> <p>Cash payments to be handled by one individual wearing gloves.</p> <p>Clubs permitted to use the hall will have their own limits on numbers which will not exceed 30 people.</p> <p>Parish council meeting, open to the public, historically do not attract numbers that will exceed 30, including councillors and clerk.</p>	Supplementary conditions of hire ready by 19 Aug 2020. Terms confirm obligations of all clubs, societies, etc, required prior to reopening. Hirers, where meetings are open need to identify how they deal with public if numbers likely to exceed 30.
Playground, Play equipment and Outdoor gym equipment	<p>The village hall has no playground, play equipment or outdoor gym equipment. Asby Endowed School (AES) will use the hall on a weekly basis in term time to provide indoor sports hall facility.</p>	<p>AES will hold PE sessions outdoors where weather permits. The head teacher has produced a risk assessment in accordance with DfE and Cumbria Education Authority requirements</p> <p>All equipment needed is provided by the school.</p> <p>The school will be responsible for cleaning the hall and any equipment used using their cleaner.</p>	School has advised the village hall committee of their arrangements. These are robust.