

## COVID-19 Specific Village Hall Risk Assessment Dorchester on Thames Village Hall Management Committee

Name of Assessor: Mark Williams  
Assessment Date: 26/07/2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers during cleaning and maintenance–	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.	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.	Cleaner confirmed 13/07/2020 but not available w/c 16/08.  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.
Staff, contractors and volunteers who are vulnerable	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.  Mental stress from handling the new situation.	Staff and volunteers in the vulnerable category are advised not to attend the hall for the time being.  Talk with staff, trustees and volunteers regularly to see if arrangements are working.	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.  It is important people know they can raise concerns.

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Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Date TBA before opening.
Entrance lobby/bar/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.	Identify “pinch points” and busy areas. Mark out 2 metre spacing in entrance area. Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser ordered 12/07/2020. Needs to be checked daily. Provide new pedal bins in each room. New bins ordered 14/07/2020 and installed 21/07. Bins to be emptied regularly. Cleaning to take place each hire day.

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Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>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 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>Cleaning to take place each hire day.</p> <p>Provide hand sanitiser.</p> <p>Provide new pedal bin</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</p> <p>Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Rotate use of upholstered chairs. Create a notice for each chair trolley giving date chairs used. Hirers to use next trolley in line.</p> <p>Ask those moving them to wear plastic gloves.</p>	

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Small meeting room	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire the main hall and avoid use of the back room unless numbers are very low. Surfaces and equipment to be cleaned by hirers before and after use and by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Use the bar area as a “kettle point” to avoid two groups using the same kitchen..	Cleaning to take place each hire day.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided Consider encouraging hirers to bring their own Food and Drink for the time being	Cleaning to take place each hire day. Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Restrict access.

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Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Room (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor 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 unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Cleaning to take place each hire day. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Replace open bins with new pedal bins - completed 21/07.

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Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Events	Handling cash and tickets Too many people arrive. Lack of social distancing	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves.	No paid for events are currently expected.  Other events e.g. parties or weddings, max capacity 30.