

# COVID-19 Risk Assessment for re-opening Potterspury Village Hall – August 2020

This document is issued as a document to be observed as part of the Special Conditions of Hire.

A key part of this risk assessment is identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and Potterspury Village Hall Management Committee or any of its constituent members cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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.** |
| **Staff, contractors and volunteers –** 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.Occasional Maintenance workers. | **Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own****Staff/volunteers advised to wash outer clothes after cleaning duties.****Follow Public Health England guidance and Personal Protective Equipment if deep cleaning is required.** | 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.  |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed. | 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 in the vulnerable category advised not to work for time being.****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.** | 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 he/she agrees it can be shared.It is important people know they can raise concerns. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
| Car Parking/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. Consider using a litter picking stick to avoid further contact with tissues etc.** | 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. |
| 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. | **Identify “pinch points” and busy areas. Consider marking 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 needs to be checked daily.Provide more bins, in entrance hall, each meeting room. Empty regularly. |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms. | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
|  | Soft furnishings which cannot be readily cleaned between use.Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.Social distancing to be observed | **during use. These will have been cleaned by hall cleaning staff before the hire.****Social distancing guidance to be observed by hirers in arranging their activities.****Hirers to be encouraged to wash hands regularly.** | Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.Provide hand sanitiser. |
| 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. | **Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.** **Avoid anyone else touching them unless wearing plastic gloves.****Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
| Small meeting rooms and offices | Social distancing more difficult in smaller areasDoor and window handles Light switchesTables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned. | **Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.****Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.****Rooms with carpeted floors not hired for keep fit type classes.****Wipe shared copier etc.****The small meeting room has been designated a safe area and is not part of the hire of the main Hall.** | Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.May provide a “kettle point” to avoid two groups using the same kitchen. |
| Kitchen | Social distancing more difficult Door and window handles Light switchesWorking surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutleryKettle/hot water boilerCooker/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 towels are provided by the Hall.** **Consider encouraging hirers to bring their own Food and****Drink for the time being.** | 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.Consider closing kitchen if not required or restricting access. |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | **Public access unlikely to be required. Frequency of cleaning to be in line with use.** |  |
| Storage Rooms (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, (max 2 persons) 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.** | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed. |
| Stage | CurtainsSocial distancingLighting and sound controls | **Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them.****Hirer to control access and clean as required.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
| Events | Handling cash and tickets Too many people arrive | **Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2****seats between household groups.****Cash payments/donations to be handled by one individual wearing gloves.** | See Appendix J 10. |
| Playground, Play equipment and Outdoor gym equipment | **Covid-19 Risk Assessment required if re-opened.** **People at risk: clinically vulnerable children or adults, older relatives.** If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents.If unfenced, not possible to prevent access: Tape will be removed/ignored. | **Sun and rain reduce the risk by reducing the period over which the virus remains active.** **If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.**  | See Appendix I for sample notice, adjust to suit.   |