

KIRKSANTON VILLAGE HALL

COVID-19 Risk Assessment to ensure that committee members,
volunteers, hall users and cleaner are kept safe

Updated 2nd August 2021

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Committee members, cleaner and volunteers</p>	<p>Individuals who are either extremely vulnerable or over 70.</p> <p>Committee members or volunteers carrying out cleaning 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>	<ul style="list-style-type: none"> • Discuss situation with committee/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. • Talk with committee members and volunteers regularly to see if arrangements are working. • Committee members and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. 	<ul style="list-style-type: none"> • Secretary has been in touch with committee members and volunteers in vulnerable category to ascertain their views, and will continue to monitor views. • AUGUST 2020: Hand sanitisers, cleaning products purchased. Guidance posters made. • SEPT 2020: Hand sanitiser placed at main entrance and in lower meeting room. • Wipes and sprays placed in the hall for the use of hall users. • COVID -19 First Aid box placed in kitchen. • N.B. 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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<p>Cleaner, volunteers, hall users and contractors.</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<ul style="list-style-type: none"> • Stay at home guidance if unwell at entrance and in Main Hall. • Have a good cleaning regime and promote good hygiene. • Provide cleaner and volunteers with protective apron and plastic gloves. Contractors provide their own. • Volunteers and cleaner advised to wash outer clothes after cleaning duties. • Cleaner and volunteers given PHE guidance and PPE for use in the event deep cleaning is required. • Hirers must sign up to cleaning surfaces before and after their session. 	<p>Guidance as to cleaning is provided to hall users through:</p> <ol style="list-style-type: none"> 1. Guidance posters printed. (August 2020) and displayed in entrance hall, and throughout the building. 2. Box of aprons, gloves, wipes and sprays in the hall for the use of hall users placed in hall with guidance sheet on use of cleaning materials e.g. cloths should be used on light switches and electrical appliances rather than spray disinfectants. (September 2020) 3. COVID- first aid box put in kitchen 4. COVID treatment plan completed (August 2020) 5. Additional special conditions of hire during COVID 19 drawn up for hirers to sign up to. (Completed August 2020)

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<p>Entrance hall, stairs to lower level</p>	<p>Possible “pinch points” and busy areas where there is a risk that social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<ul style="list-style-type: none"> • Mark out 2 metre spacing in entrance hall. Create one- way system in entrance hall with signage. • Create one-way system on stairs with signage. • Door handles and light switches to be cleaned regularly. • VH to provide hand sanitiser - supply to be checked regularly. • Provide bins in main function room, lower room and toilet areas. 	<ul style="list-style-type: none"> • 2 metre spacing marked with tape in entrance hall . (September 2020) • Hall users to abide by Govt guidance re: face coverings • Cleaner duties will include checking and replenishing hand sanitiser and hand wash pumps. • Hirers to wipe frequently touched surfaces before and after session. • Additional bins purchased (August 2020)- and placed in main function room, lower meeting room and toilet areas. • Hall users are to ensure own rubbish is removed from hall to the dustbin in front porch.

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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.	<ul style="list-style-type: none"> • Restrict use of upholstered chairs. • If needed, rotate use of upholstered chairs. • Clean metal/plastic parts regularly touched. 	<ul style="list-style-type: none"> • The upholstered chairs, which are more difficult to sanitise, will be kept in the storage cupboard. • Access to storage area is restricted to committee members and cleaner
Lower meeting room	Social distancing more difficult in smaller areas. Door and window handles Light switches Tables, chair backs and arms. Projector and screen. Spin cycles.	<ul style="list-style-type: none"> • Recommend hirers hire larger meeting spaces and avoid use of small room. • Surfaces and equipment to be cleaned by hirers before and after use. • Wipe projector controls and screen pull if used. • Draw up risk assessment for use of spin cycles. 	<ul style="list-style-type: none"> • Recommend that hirers avoid use of lower room for meetings as chairs are upholstered. (but could consider replacing temporarily with old plastic chairs currently in store) • Guidance posters displayed in lower meeting room. • Hand sanitisers , wipes and cleaning spray placed in room. • Spin Cycle risk assessment completed.

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Kitchen	Social distancing more difficult. Door and window handles .Light switches. Working surfaces & sinks. Fridge/freezer. Kettle, water heater. Cupboard/drawer handles. Cooker/Microwave. Crockery/cutlery.	<ul style="list-style-type: none"> • Hirers advised to follow government guidance i.e. Hands, Face and Space 	<ul style="list-style-type: none"> • COVID-19 First Aid Box placed on kitchen worktop . (September 2020) • COVID-19 Treatment plan completed. (August 2020) • General first aid box and accident book moved out of kitchen to entrance hall (to make accessible to hall users)
Storage Rooms (furniture/e quipment)	Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use	<ul style="list-style-type: none"> • Restrict access to storage room. 	<ul style="list-style-type: none"> • Access to storage room to be restricted to committee members and cleaner. • Vinyl chairs and trolley of tables to be left out in main function room. • Hirers to wipe down equipment before and after use. • Hirers to alert booking clerk if additional chairs/tables required.

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Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.	<ul style="list-style-type: none"> • Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. • Hirer to clean all surfaces. • Consider engaged/vacant signage and posters to encourage 20 second hand washing. 	<ul style="list-style-type: none"> • Hirers' responsibilities stipulated in "Hirer's special conditions of hire during COVID -19" document. (Completed August 2020) • Cleaner to regularly check and replenish hand wash pumps and toilet paper.
Events	Handling cash and tickets Too many people arrive	<ul style="list-style-type: none"> • Organisers arrange online systems and cashless payments as far as possible. • Cash payments/donations to be handled by one individual wearing gloves. 	<ul style="list-style-type: none"> • The village hall has an online booking system and cashless payment system (PayPal) in place.