

# Umberleigh Village Hall

Bringing the community together

## COVID-19 Risk Assessment for re-opening

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	Our Actions	Action
<b>Staff, contractors and volunteers</b> – 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.	<b>Stay at home guidance if unwell at entrance and in Main Hall.</b> <b>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</b> <b>Contractors provide their own.</b> <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b> <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b>	A poster will be displayed at the entrance to the Hall giving guidance 'Help Keep This Hall Covid-19 Secure'. (appendix C)  Guidance has been given to the caretaker as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.  PPE will be provided for Caretaker.	Penny to produce.          Geoff/Penny
<b>Staff, contractors and volunteers</b> – think about who	Staff/volunteers who are either extremely	<b>Staff in the vulnerable category are advised not</b>	Staff and volunteers will need to be warned	Hirers to keep a record of their

# Umberleigh Village Hall

Bringing the community together

<p>could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>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><b>to attend work for the time being.</b>  <b>Discuss situation with staff/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.</b>  <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>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.</p> <p>It is important people know they can raise concerns.</p>	<p>attendees for 3 weeks after their event for 'Test&amp;Trace'.</p>
<p>Car Park/paths/ patio/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><b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b>  <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>	<p>A sign will be displayed asking people to observe 2m social distancing whilst waiting to enter the building. Yellow &amp; black tape will be placed on the ground indicating 2m spacing.</p> <p>Caretaker to check area &amp; collect and dispose of rubbish</p>	<p>Penny</p> <p>Jane ordering from Council refuse&amp; recycling bins outside Hall.</p>

# Umberleigh Village Hall

Bringing the community together

			Plastic gloves & PPE to be provided to caretaker.	Penny to source PPE.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk of social distancing is not observed in a confined area. Door handles, light switches in frequent use.	<b>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b>	Hand sanitiser & stand, paper towels & 2 x large pedal bins to be purchased.  Hirer only to enter through existing entrance. Thereafter other users to enter through patio doors on car park side of Hall and exit through fire exit door on railway side of Hall. Signage to be displayed to this effect and hirer informed of this procedure via special terms & conditions attached to Hire agreement	Geoff  Signage – Penny Terms & conditions to hirer - Geoff
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	<b>Door handles, light switches, window catches, tables, chairs and other equipment</b>	Cushioned chairs to be rotated so that after each hire, used chairs are put in quarantine for 72 hours and	John Penny to purchase gloves.

# Umberleigh Village Hall

Bringing the community together

	<p>Soft furnishings which cannot be readily cleaned between use.            Projection equipment.            Screen.            Window curtains or blinds            Commemorative photos, displays.            Social distancing to be observed</p>	<p><b>used to be cleaned by hirers before use or by hall cleaning staff.</b>  <b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>new chairs brought out for next hire. Caretaker to action. Caretaker to wear nitrile gloves.</p> <p>Doors and windows to be kept open to allow good ventilation. Hirer to be advised. 'Keep Doors open' &amp; 'Keep 2 metres apart' signs to be produced.</p>	<p>Geoff &amp; Penny</p>
<p>Small meeting rooms and offices</p>	<p>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.</p>	<p><b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</b>  <b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b>  <b>Rooms with carpeted floors not hired for keep fit type classes.</b>  <b>Wipe shared copier etc.</b></p>	<p>N/A</p>	
<p>Kitchen</p>	<p>Social distancing more difficult</p>	<p><b>Hirers are asked to control numbers using</b></p>	<p>Kitchen will be closed.            Hirers to be advised that</p>	<p>Geoff arranging key lock on doors.</p>

# Umberleigh Village Hall

Bringing the community together

	<p>Door and window handles            Light switches            Working surfaces, sinks            Cupboard/drawer handles.            Fridge/freezer            Crockery/cutlery            Kettle/hot water boiler            Cooker/Microwave</p>	<p><b>kitchen so as to ensure social distancing, especially for those over 70.</b>  <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b>  <b>Hirers to bring own tea towels.</b>  <b>Hand sanitiser, soap and paper towels to be provided</b>  <b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b></p>	<p>kitchen is out of bounds and to bring own refreshments.</p>	
Store cupboards (cleaner etc)	<p>Social distancing not possible            Door handles, light switch</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	<p>Store cupboards to be locked.</p>	<p>Geoff/John</p>
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult            Door handles in use.            Equipment needing to be moved not normally in use</p>	<p><b>Decide whether hall cleaner cleans or hirer to clean equipment required before use.</b>  <b>Hirer to control accessing and stowing equipment to encourage social distancing.</b></p>	<p>Storage rooms to be closed.</p>	<p>Geoff/John</p>
Toilets	<p>Social distancing difficult.</p>	<p><b>Hirer to control numbers</b></p>	<p>Hirer to be advised to</p>	<p>Geoff &amp; Penny</p>

# Umberleigh Village Hall

Bringing the community together

	Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>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.</b>	control access to toilets one person at a time. Engaged/vacant signage to be produced  Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.	&John
Boiler Room	Door handle, light switch Social distancing not possible	<b>Public access unlikely. Cleaner to decide frequency of cleaning.</b>	N/A	
Stage	Curtains Social distancing Lighting and sound controls	<b>Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.</b>	Stage curtains to be kept open. Hirer to be advised in special conditions.	Geoff
Events	Handling cash and tickets Too many people arrive	<b>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 households.</b>	All payments to be made via BACS. Hirer to be advised.	Geoff