

# Southbourne Village Hall

## COVID-19 Risk Assessment

August 2020.

Area of Risk	Risk Identified.	What are we doing to control the risk?	Notes
<b>Cleanliness of hall and equipment, especially after other hires.</b>	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Group leaves hall equipment without cleaning	Group to check with hall cleaner when hall last cleaned and to make sure regularly used items are cleaned during and after hire, e.g tables, sinks, doors and toilet handles.	
<b>Managing social distancing, especially people attending who may be vulnerable.</b>	People do not maintain 2 m social distancing.	Advised group that they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit number using toilets at once to 2 people. One way system to be in place.	
<b>Respiratory hygiene</b>	Transmission to other members of group	Catch it, Bin it, Kill it poster in place. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues, ask all to dispose into bin or disposable rubbish bag then wash and sanitise hands.	Bins to be emptied daily. Tissues and hand sanitiser to be available. Catch it, Bin it, Kill it- posters to be put in hall.

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<b>Hand cleanliness</b>	Transmission to other members of group premises	Advise group to sanitise on entering and exiting the hall to wash hands regularly, using soap and paper towels, hand sanitiser.	Poster and hand sanitiser in entrance hall.
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to the members of the group and premises.	Follow all instructions on 'Conditions of hire'. Move persons to safe area, obtain contacts, inform cleaner.	Cleaner contact details on risk assessment. 07815522698
<b>Staff, contractors and volunteers</b>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish, tissues, and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with COVID-19, on the premises.</p> <p>Occasional maintenance workers without PPE.</p>	<p>Stay at home guidance if unwell at entrance and in main Hall.</p> <p>Staff, volunteers, provided with protective overalls and plastic or rubber gloves.</p> <p>Contractors provide their own. Refused entry if failure to comply.</p> <p>Staff /volunteers advised of risk according to government guidance.</p> <p>Staff given PHE guidance and PPE for the deep event deep cleaning required</p>	<p>Stay at home poster to be placed in hall and entrance.</p> <p>Staff volunteers to be provided with plastic gloves and aprons.</p> <p>Public Health Guidance Personal Protection Equipment.</p>

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<b>Staff, contractors and volunteers</b>	<p>Staff and volunteers either extremely vulnerable or over 70.</p> <p>Staff volunteers carrying out cleaning /caretaking or some internal maintenance tasks, could be exposed, if a person carrying the virus is entered the premises .</p> <p>Mental stress from handling the new situation</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discussed situation with staff volunteers over 70 to identify whether provision of protective clothing and cleaning services before they work is enough to mitigate their risk.</p> <p>If they should cease such work for the time being.</p>	<p>To discuss with staff.</p>
<b>Car parks paths exterior</b>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing people.</p> <p>Dropped tissues</p>	<p>Mark out 2 m waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Cleaner asked to check area outside for rubbish which might be contaminated e.g tissues.</p> <p>Wear plastic gloves and remove</p>	<p>Mark out 2 m distancing</p> <p>Inform cleaner</p>
<b>Entrance Hall, reception /corridor</b>	<p>Potential ‘pinch points’ and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Telephone.</p> <p>Door handles, light switches</p>	<p>Identify pinch points and busy areas.</p> <p>Mark out 2 m spacing in entrance area.</p> <p>Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitizer to be provided by hall</p> <p>Phone – Do not Use.</p>	<p>2 m marking</p> <p>One way system</p> <p>Hand sanitiser in entrance.</p>

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<b>Small meeting rooms and offices</b>	<p>Social distancing more difficult in smaller areas.</p> <p>Doors, windows, handles, light switches, tables, chairs, backs and arms, copier/ laminator/ shredder.</p> <p>Office with carpet.</p>	<p>Recommend hires, hire larger meeting spaces and avoids using use of small rooms, other than as offices.</p> <p>Surface and equipment to be cleaned before use by the hall cleaner.</p> <p>Wipe shared copier etc..</p> <p>The parish clerk is responsible to ensure government guidelines are followed.</p>	
<b>Kitchen</b>	<p>Social distancing more difficult.</p> <p>Door and window handles, light switches, working surfaces, sinks, cupboards, draw handles, fridge, freezer, crockery, cutlery, kettle, hot water, boiler, cooker, microwave.</p>	<p>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.</p> <p>Hires to bring own t. towels.</p> <p>Hand sanitise, soap and paper towels to be provided.</p>	<p>Cleaning materials to be made available in a clearly identified location.</p>
<b>Store cupboards</b>	<p>Social distancing not possible.</p> <p>Door handles, light switches,</p> <p>Equipment needing to be moved not normally in use</p>	<p>Public access unlikely to be required.</p> <p>Cleaner to decide frequency of cleaning of store cupboard.</p> <p>Hirer to clean own equipment before use and to control accessing and storing equipment, to encourage social distancing</p>	

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<b>Toilets</b>	<p>Social distancing difficult.</p> <p>Surfaces that get infrequent use. Door handles, light switches, basin and toilet handles, seats, baby changing, and vanity surfaces, mirrors.</p> <p>High rate numbers accessing toilets at one time.</p>	<ul style="list-style-type: none"> <li>• Attention to more vulnerable users.</li> <li>• 2 persons only signage.</li> <li>• Hirer to clean all surfaces before public arrive, unless staff have pre cleaned out of hour</li> <li>• Posters to encourage 20 second, hand wash.</li> <li>• Ensure soap, paper, towels tissues and toilet paper are regularly replenished.</li> <li>• Hirer knows where to access restocking if needed.</li> </ul>	
<b>Boiler room</b>	<p>Door handle, light switch.</p> <p>Social distancing not possible</p>	public access unlikely	
<b>Stage</b>	<p>Curtains,</p> <p>social distancing, lighting.</p>	Signage – Do not use.	