

Risk Assessment for Re-opening Garvestone Village Hall on 1st October 2020

This document is the COVID-19 risk assessment for Garvestone Village Hall. It considers the hall's risks and whether Covid-19 has changed any part of it.

This Risk Assessment has been carried out in consultation with the Committee, Cleaning contractors and hirers. The agreed draft will be provided to volunteers, cleaning personnel and organisations who regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment has been the identification of "pinch points" where people cannot maintain social distancing of 2 metres safely. (Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, the hall entrance is less of a risk than the kitchen or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer.) Consequently, for areas which present a problem the Committee has instigated a waiting system or the use of appropriate signage.

Important Notes:

1. This 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. (Links to some key documents are provided in the reference section)
3. This document cannot be wholly comprehensive, but has been produced by best endeavours, with available guidance and information, to identify and mitigate the risks to all users of the hall. Garvestone Village Hall Committee asks users to bring any errors or omissions to their attention so that problems can be addressed as soon as possible.

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 need to be considered**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors, volunteers & hall users – Identify what activity or situations might cause transmission of the virus and likelihood people could be exposed</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>	<p>Issue stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Cleaner to be provided with protective overalls and plastic or rubber gloves. (Contractors to provide their own.)</p> <p>PHE guidance and PPE for use in the event deep cleaning is required. Cleaning activity directed to identified priority areas and surfaces.</p>	<p>Identification of cleaning materials to be used.</p> <p>Provision of guidance for cleaning - priorities (contact areas) and safety (cloths should be used on light switches and electrical appliances, not spray disinfectants).</p> <p>Check all necessary areas for cleaning are covered for cleaning time available.</p> <p>Stipulate hall users cleaning responsibilities.</p> <p>Provision of hall contact in the event of an issue.</p>
<p>Staff, contractors, volunteers and hall users – Think about who could be at risk and likelihood of COVID 19 exposure.</p>	<p>People who are extremely vulnerable, and those who are vulnerable or over 70.</p> <p>People carrying out cleaning, general caretaking or 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>People in the extremely vulnerable category are advised not to attend for the time being.</p> <p>Hall hirers must discuss the situation with anyone over 70 to identify whether the provisions of hall use are sufficient for them to attend.</p> <p>Consider if hirers cleaning surfaces before they attend is sufficient to mitigate their risks.</p>	<p>System to be in place to warn immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <ul style="list-style-type: none"> - Committee contact: See information outside hall. - Booking dissemination - 30mins cleaning time provision before and after each hire. - Contact committee to raise concerns.

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Dissemination of Information	Lack of clear information displayed	Designate one of the main noticeboards in the hall entrance to display information – procedures, responsibilities, contacts etc. Put clear and unambiguous information and responsibilities on the booking website	Place finalised copies of COVID 19 guidelines, requirements for hall use and maintenance of cleanliness, procedures and responsibilities in one place in plain sight. Ensure all users understand the cleaning regime.
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.	Provide signs to remind people and mark out 2metre waiting area outside. Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Place laminated notices on the outside of the hall. Main risk is likely to be where people congregate at entrances and exits, or for vulnerable people. Where social distancing cannot be maintained, ensure reminders are provided to wear masks. Standard litter collection arrangements can remain in place. Cleaner will require plastic gloves.
Entrance Hall/Corridors	Entrance hall and toilets and rear changing rooms are “pinch points” and busy areas where social distancing may not be observed in a confined area. Door handles and light switches are 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 before and after use. Hand sanitiser to be provided by hall	SOCIAL DISTANCING - The Hall Foyer is a thoroughfare limited to 2 people at any time. Facemasks to be worn. Sanitise hands on entry and use bins provided for disposal of blue paper towels if used with sanitizer. Main entrance for entry, and leave by a fire exit from the main hall.

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Main Hall	Door handles, light switches, Tables, chairs. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed. Floors with carpets less easily cleaned.	<p>Door handles, light switches, fire exit catches, tables, chairs and other equipment used to be cleaned by hirers before and after use. Sufficient time to be made available for cleaning activity.</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>SOCIAL DISTANCING - The Main Hall is an activity area – limited to 16 participants + hirer at any time (or less, depending on Government stipulation at time of hire).</p> <p>Hand sanitiser at Entrance & exit of the Hall. Remove carpets from lobby.</p> <p>Hirers to sign for cleaning action being completed</p>
Committee Room and back changing rooms	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chairs.	<p>In view of difficulties of social distancing, the meeting room and changing rooms will not be open for use</p>	<p>SOCIAL DISTANCING: Committee room and changing rooms will not be open for use.</p>
Kitchen	Social distancing very difficult. Door handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	<p>In view of difficulties of social distancing, the kitchen is not open for use.</p> <p>Hirer to encourage participants to bring their own drinks.</p>	<p>SOCIAL DISTANCING: The Kitchen is not open for use.</p> <p>The kitchen will be designated as COVID 19 isolation point in the event of someone falling ill.</p>

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Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner dependency for frequency of scheduled cleaning.	Hirers can access the cleaner cupboard for brooms, mops, & buckets to aid cleaning as required. Equipment must be wiped down / sanitized after use.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use Clubs access to equipment for activities	Hirer to clean equipment required before/after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Users/hirers to enact social distancing and use masks as necessary when removing/stowing equipment.
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 cleaner has pre-cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	SOCIAL DISTANCING – Toilets are only to be occupied by one person at a time. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Put posters about washing and social distancing on toilet doors and specify numbers for each toilet's use
Private Events	Too many people arrive.	Follow Government instructions on numbers of people together. Observance of latest guidance.	Events are limited to the number for the Main Hall.
Emergency Evacuation	Emergency Evacuation	In the event of an emergency, the Hall will be evacuated in the standard way to the recognised evacuation assembly points.	People should wear masks at those points due to the inability to maintain social distancing.

Contact the Bookings Clerk if you have any concerns, or wish to raise any matters with the Committee.