

Wretham Village Hall COVID-19 Risk Assessment

A copy of this Risk Assessment is displayed on the Wretham Village Hall website www.hallforhirewretham.org

Hirers are expected to read this document and the Special Conditions of Hire during COVID-19 and to observe these requirements for all hire of Wretham Village Hall until further notice.

This Risk Assessment may be updated as and when COVID-19 Secure Guidelines change in the future.

Wretham Village Hall COVID-19 Risk Assessment

Area or people at risk	Risk Identified	Actions to take to mitigate risk	Insert date completed and any notes
<p>Cleaners, trustees, volunteers and contractors – identify what tasks or situations might cause transmission of the virus and likelihood those persons could be exposed.</p>	<p>Coming into contact with an infected person.</p> <p>Cleaning surfaces infected by a person carrying the virus.</p> <p>Disposing of rubbish containing infected waste.</p> <p>Deep cleaning if someone falls ill with CV-19 on the premises.</p>	<p>Put up posters at hall entrance and on inside noticeboard.</p> <p>Provide cleaner with rubber gloves. Advise cleaner to wash outer clothes after cleaning duties. External contractors should have their own protection.</p> <p>If anyone is taken unwell, PPE is provided in the designated area in the COVID-19 First Aid Box and deep cleaning will be carried out following PHE guidance and PPE worn.</p>	<p>Posters displayed from September 2020.</p> <p>Discussed the cleaning of surfaces and emptying of extra bins with the cleaner 3/9/20.</p> <p>Deep cleaning requirements will be investigated and followed if Bookings Secretary is notified of anyone being unwell at the hall or testing CV-19 positive after visiting the hall.</p>
<p>Cleaners, trustees, volunteers and contractors – think about who could be at risk and likelihood those persons could be exposed.</p>	<p>Cleaner, trustees or volunteers may be vulnerable or over 70.</p> <p>Cleaner, trustees, volunteers or maintenance worker may be exposed if a person carrying the virus has entered the hall.</p> <p>Mental stress from handling the new situation.</p>	<p>Any persons in the vulnerable category advised not to attend at the hall.</p> <p>Discuss situation with any persons over 70 to ensure they have any extra protection for cleaning and to ensure that social distancing is sufficient if required to meet at the hall.</p> <p>Hirer to notify trustees immediately if CV-19 positive person has been on the premises.</p>	<p>Most trustees have attended weekly in isolation to check on the hall during lockdown so surfaces have been left > 72 hours.</p> <p>Management meetings in ventilated hall with tables set well apart have taken place.</p> <p>Trustees will notify cleaner if any CV-19 positive cases have been at the hall.</p> <p>Have discussed throughout that anyone can raise concerns.</p>

<p>Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall.</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of 6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Hirers should avoid the need for anyone to raise their voices. Hirers should insist that persons attending wear masks unless they are exempt or during the times where not required.</p> <p>Adjust hire conditions to cover this.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>Additional conditions of hire will be required from all hirers from September 2020 onwards.</p> <p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice.</p> <p>A QR Code for the NHS COVID-19 Smartphone App will be displayed at the hall to help the NHS Test and Trace system.</p>
<p>Car park and exterior areas</p>	<p>Visitors may not observe social distancing.</p> <p>People may drop infected tissues.</p>	<p>The car park is spacious for the number of people expected to visit the hall. 2-metre poster will be put at the hall entrance.</p> <p>Some trustees attend the hall regularly and look out for rubbish outside. Gloves are worn when rubbish is picked up and removed.</p>	<p>Brief lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Events are likely to be for a small number of people and so the need to queue or cross is unlikely. A poster reminding users to keep 2 metres apart displayed from September 2020.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Make the corridor leading to the toilets a no-go area. It is not practical to create a one way system in the entrance hall.</p> <p>Door handles and light switches to be wiped by hirer and cleaned by cleaner.</p> <p>Hand sanitiser to be placed in hall.</p>	<p>Hand sanitiser placed in the entrance hall from September 2020 and needs to be checked weekly.</p> <p>Two more bins have been provided in hall and entrance hall. To be emptied regularly.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chairs and benches.</p> <p>Window curtains.</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used are to be wiped by hirers before and after use.</p> <p>Weekly clean by hall cleaner.</p> <p>Social distancing guidance to be observed by hirers in arranging activities. Users to be encouraged to wash hands regularly and wear masks.</p> <p>Small bin to be placed in hall and each hirer to bag up and place in large bin in entrance hall, replacing bin liner in small bin.</p> <p>Where users are entering and leaving the hall at the same time, the hirer should ask users to leave the hall by the emergency exit. If so, the hirer must close the emergency exit before leaving by the main door.</p>	<p>Encourage hirers to open and close window curtains using a clean wipe.</p> <p>Removed items surplus to requirements such as excess chairs, tables and portable library.</p> <p>Provided hand sanitiser and cleaning products in the hall from September 2020. To be checked regularly.</p>

Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between uses. Frequent cleaning would damage fabric.</p> <p>Metal parts can be cleaned and are more likely to be touched when moving them.</p>	<p>Keep a reduced stack of chairs in the hall.</p> <p>Suggest that hirer puts chairs out and replaces them in the stack. If users have touched their own chair then the user should return it to the stack at the end.</p>	<p>If more than one hirer requires chairs for their activity, consider keeping separately marked stacks for each hirer. This will mean all chairs are left more than 72 hours in between uses. No need to wipe chairs.</p> <p>This will be discussed and agreed with each hirer.</p>
Committee Room	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles, light switches, tables, chairs backs.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Room to be marked as unavailable for general use.</p> <p>Use to be restricted only to table storage, storage of chairs for each group and hirer's equipment as agreed with the Trustees.</p>	<p>Poster placed on the door Sep 2020.</p> <p>Stacks of labelled chairs to be arranged if used by several hirers. Chairs for ad hoc bookings can be made available as required.</p>
Kitchen	<p>Social distancing more difficult.</p> <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>Use of the kitchen will only be allowed where specifically hired or in an emergency for hot water if someone is taken ill at the hall.</p> <p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to require users to wear masks in the kitchen.</p> <p>Hirers to clean all areas likely to be used before use. Hirers to wipe surfaces and equipment used and wash, dry and stow crockery and cutlery after use.</p> <p>Hirers of the kitchen to bring own tea towels. Hand sanitiser, soap and paper towels to be provided</p>	<p>A poster displayed from September 2020 stating the kitchen may only be used if hired and as an emergency exit.</p> <p>Encourage hirers to bring their own food and drink for the time being.</p> <p>We recommend that no more than 2 people are in the kitchen at any time.</p> <p>Cleaning materials in cupboard under sink from Sep 2020, regularly checked by trustees and cleaner and re-stocked as necessary.</p>

Pantry room (equipment)	Social distancing not possible. Door handles, light switch	The room is locked and only one hirer has access to their equipment stored there. That hirer should ensure masks are worn when stowing equipment.	Indoor bowls equipment will only be used weekly so no special cleaning is required.
Cleaner's store cupboard	Social distancing not possible. Door handles, light switch Broom and dustpan	The broom and dustpan will be stored and marked in the cloakroom in the entrance hall. Handles of brooms/brushes should be wiped after use. All such waste should be placed in the small bin in the hall for their activity and emptied as described above. Only the cleaner will need access to the cleaning cupboard.	Brooms and brushes placed in labelled cloakroom from September 2020. Cleaner to be informed to leave them there after every clean.
Indoor toilets	Social distancing difficult. Ladies & gents toilets are in small rooms accessed by one narrow corridor. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Vanity surfaces, mirrors.	For general use the toilets corridor will be blocked off. The disabled toilet is accessed direct from the entrance hall and will be the only toilet in use. Hirer to control numbers accessing toilets at one time, with no more than one person waiting outside in the entrance hall at any time. Hirer to wipe surfaces before users arrive. Hirer to wipe after users leave unless they are confident no-one has used the facilities. The toilet has engaged/vacant signage already. Posters to encourage 20 second hand washing.	Sign and temporary barrier placed at toilet corridor from Sep 2020. Ensure soap, paper towels, toilet paper, wipes and cleaning products are regularly replenished during weekly checks. Arrangements will need to be revised by trustees if the hall is hired for longer bookings (say, gents using disabled toilet and ladies using corridor toilets with posters asking them to knock before entering). Poster displayed from September 2020.

<p>Events</p>	<p>Handling cash.</p> <p>Too many people may arrive.</p>	<p>It is not envisaged at the moment that the hall organises its own events such as Quiz Nights or similar.</p> <p>Hirers may organise their own events, such as coffee mornings, for which they will be responsible.</p>	<p>The Trustees/Booking Secretary will exercise caution so that the hall is only made available for events that appear suitable within current regulations and to hirers who appear to be suitably responsible.</p>
<p>Games court, play equipment and outdoor gym equipment</p>	<p>This area is unfenced and tape may be removed/ignored so it is not possible to prevent access.</p> <p>It is unstaffed, therefore not possible to clean, to enforce social distancing or to enforce cleaning by users or parents.</p> <p>People at risk: clinically vulnerable children or adults, older relatives.</p> <p>The open nature of the area can mean that it is a target for people to gather in large numbers, contravening Government regulations.</p>	<p>Sun and rain reduce the risk by reducing the period over which the virus remains active.</p> <p>The games court has very little risk involved.</p> <p>An advisory notice in accordance with Government guidance for Playgrounds to be displayed there.</p> <p>Trustees and volunteers live locally and are vigilant for the noise of large and/or loud gatherings. Trustees can attend to ask people to disperse or to call the police.</p>	<p>Poster displayed from September 2020.</p> <p>There are strong health and mental well-being benefits in keeping the equipment open and available.</p>