# COVID-19 Risk Assessment for re-opening Buckland Monachorum Village Hall – August 2020

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 you might like to consider**

# COVID-19 Risk Assessment for re-opening Buckland Monachorum Village Hall – August 2020

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Insert Date completed and any notes.** |
| **Staff, contractors and volunteers –** 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. | **Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves, Contractors provide their own.**  **Staff/volunteers advised to wash outer clothes after cleaning duties.**  **Staff given PHE guidance and**  **PPE for use in the event deep cleaning is required.** | (Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.)  **Date 15/08/2020** |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed.  **Person falling ill with Covid-19 on premises.**  Hirers and Cleaner. | Staff/volunteers who are either extremely 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.  Mental stress from handling the new situation. | **Staff in the vulnerable category are advised not to attend work for the time being.**  **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.**  **Deep clean of premises required. Cleaner given PHE Guidance and PPE for use in the event a deep clean is required.**  **Talk with staff, trustees and**  **Volunteers regularly to see if arrangements are working.** | (Staff and volunteers will need to be warned 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.)  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.)  **Date 15/08/2020** |

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| **Paths/ patio/exterior areas**  Hirers and cleaner | Social distancing is not observed as people congregate before entering premises.  Parking area is too congested to allow social distancing.  People drop tissues. | **Display 2 metre signs in waiting area outside all potential entrances to encourage care when queuing to enter.**  **Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.**  **Wear plastic gloves and remove.** | (Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.  Ordinary litter collection arrangements can remain in place. Provide plastic gloves.)  **Date 15/08/2020** |
| **Entrance hall/lobby/corridors**  Hirers and cleaner | Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.  Door handles, light switches 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.**  **Hand sanitiser to be provided by hall** | (Hand sanitiser needs to be checked daily.  Provide more bins, in entrance hall, each meeting room. Empty regularly.)  **Date 15/08/2020** |
| **Main Hall**  Hirers and cleaner | Door handles, light switches, window catches, tables, chair backs and arms.  Soft furnishings that cannot be readily cleaned between use.  Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.  Social distancing to be observed | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.**  **Social distancing guidance to be observed by hirers in arranging their activities.**  **Hirers to be encouraged to wash hands regularly.** | (Consider removing window curtains and any other items, which are more difficult, to clean and likely to be touched by the public.  Provide hand sanitiser.) Cleaning materials to be made available in Richard Mabey room, e.g. a box on a table regularly checked and re-stocked as necessary.  **Date 15/08/2020** |
| **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, i.e. more frequently. | **Clean metal/plastic parts regularly touched.** | **Date 15/08/2020** |

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| **Richard Mabey room**  Hirers and cleaner | Social distancing more difficult in smaller areas  Door and window handles Light switches  Tables, chair backs and arms. Floors with carpet tiles less easily cleaned. 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, i.e. more frequently.) | **Recommend hirers hire larger meeting spaces and avoid use of small rooms,**  **Surfaces and equipment to be cleaned by hall cleaner.**  **Rooms with carpeted floors not hired** | (Consider closing, and make the Covid-19 emergency room)  **Date 15/08/2020** |
| **Kitchen**  Hirers and cleaner | Social distancing more difficult Door and window handles Light switches  Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery  Kettle/hot water boiler Cooker/Microwave | **Kitchen out of bounds to hirers unless given permission by management trustees.**  **Hirers 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. Hirers to bring own tea towels.**  **Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and**  **Drink for the time being.** | Consider closing kitchen if not required or restricting access.)  **Date 15/08/2020** |

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| **Store cupboards**  cleaner and hirers | Social distancing not possible Door handles, light switch | **Public access unlikely to be required. Cleaner to decide**  **Frequency of cleaning.** | **Date 15/08/2020** |
| **Storage Rooms** (furniture/equipment)  Hirer | Social distancing more difficult Door handles in use.  Equipment needing to be moved not normally in use | **Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage**  **Social distancing.** | (Consider whether re- arrangement or additional trolleys will facilitate social distancing.)  **Date 15/08/2020** |
| **Toilets**  Hirers and cleaner | Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.  Baby changing 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 arrives unless staff have pre-cleaned out of hours.**  **Consider engaged/vacant signage and posters to encourage 20 second**  **hand washing.** | (Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.)  **Date 15/08/2020** |

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| **Snooker Room**  Hirers and cleaners | Door handle, light switch, window handles, blinds, Social distancing more difficult in smaller areas  Tables, chair backs and arms. Floors with carpet tiles less easily cleaned. cues, balls, table, darts, dartboard Social distancing more difficult in smaller areas.  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, i.e. more frequently.) | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.**  **Social distancing guidance to be observed by hirers in arranging their activities.**  **Hirers to be encouraged to wash hands regularly. Hirer to control numbers.** | **Date 15/08/2020** |
| **Stage**  Hirers | Curtains  Social distancing  Lighting and sound controls | **Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them.**  **Hirer to control access and clean as required.** | **Date 15/08/2020** |
| **Bins**  Cleaner | Rubbish containing tissues and cleaning cloths | **Use disposable gloves, bag up into plastic bin liner and place in outside bin storage.** | (Gloves, surface anti-viral cleaner and paper towels placed in Richard Mabey room and snooker room. Suggest pedal bins to minimize touch points.)  **Date 15/08/2020** |
| **Events**  Hirers and cleaner | Handling cash and tickets Too many people arrive | **Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2**  **Seats between household groups.**  **Cash payments/donations to be handled by one individual wearing gloves.** | **Date 15/08/2020** |
| **Playground, Play equipment and Outdoor gym equipment**  Hirers | **Covid-19 Risk Assessment required if re-opened.**  **People at risk: clinically vulnerable children or adults, older relatives.**  (If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves.  Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents.  If unfenced, not possible to prevent access: Tape will be removed/ignored.) | **Sun and rain reduce the risk by reducing the period over which the virus remains active.**  **If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.** | **Date 15/08/2020** |