

Risk Assessment for re-opening Bromeswell Village Hall – August 2021

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which 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 will be identifying “pinch points” where people cannot maintain social distancing. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The 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)

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**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>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.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>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.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with 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.</p>	<p>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 he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

Car Park/paths/ patio/exterior areas	<p>Social distancing no longer needs to be observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>With social distancing no longer in force, outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>Possible "pinch points" and busy areas where risk is social distancing is no longer to be observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</p>	

	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>before use or by hall cleaning staff.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Upholstered seating	<p>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.</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p>	<p>Available in the large storeroom as required.</p>

Small meeting rooms and offices	<p>Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p> <p>Wipe shared copier etc.</p>	<p>May provide a "kettle point" to avoid two groups using the same kitchen.</p>
Kitchen	<p>Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p>	

	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided	
Store cupboards (cleaner etc)	Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	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 clean the equipment before and after use. E.G. Tables, chairs, table tennis tables etc.
Indoor Toilets	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 staff have precleaned 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.