



Nether Heyford Village Hall

Registered Charity, No. 304256

Risk Assessment for Covid-19 Secure prior to re-opening of the village hall

People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff - Cleaners Committee members Hirers Maintenance workers</p>	<p>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.</p> <p>Contact with surface infected by someone carrying the virus.</p> <p>Hirers similarly at risk from touching infected surface.</p>	<p>"Covid-19 Secure" guidance notice at front door, in main hall and included in Special Conditions of Hire.</p> <p>Hand sanitiser available in entrance lobby and at exit door.</p> <p>Regular cleaning of common 'touch' locations by both hirers and cleaners.</p> <p>Staff/volunteers provided with protective overalls and disposable gloves.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Contractors to provide their own PPE.</p>	<p>Staff/volunteers will need guidance as to cleaning required and materials to use.</p> <p>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>



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<p>Staff - Cleaners Committee members Hirers Maintenance workers</p>	<p>Inhalation of airborne droplets of the virus.</p>	<p>Government guidance on social distancing and/or wearing of facemask to be observed.</p> <p>Maximum number of persons permitted in each part of the hall to be defined in accordance with Government Guidance.</p> <p>Specific Risk Assessment required from each hirer setting out means to meet social distancing requirements and maximum number of persons permitted for the event</p>	<p>Gov.uk update of Coronavirus Regulations on 31st July makes the wearing of face coverings in community centres mandatory from 8th August</p>
<p>Staff - Cleaners Committee members</p>	<p>Staff/volunteers who are either vulnerable due to underlying health conditions or aged over 70.</p> <p>Mental stress from handling the new situation.</p>	<p>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.</p> <p>Talk with staff, and volunteers regularly to understand if arrangements are working</p>	<p>Details of a person's medical condition must be kept confidential.</p> <p>Staff and volunteers will need to be informed immediately if someone who has been on the premises is tested positive for COVID-19.</p> <p>It is important people know they can raise concerns.</p>



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Staff - Cleaners Committee members Hirers Maintenance workers	Confirmed case of person using the hall within the past 7 days as Covid-19 positive	Immediately close the hall to all users. Advise all user groups. Contact specialist cleaning/sanitising company	
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Specific area of the Village Hall	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Car Park, entrance lobby and exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2 metre spacings with tape outside front entrance to encourage care when queueing to enter the hall.</p> <p>Check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide disposable plastic gloves.</p>
Entrance lobby/corridors	<p>Possible "pinch point" and busy area where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Mark out 2 metre spacing in entrance lobby as reminder about distancing requirements</p> <p>Create one-way system and provide signage. The lobby will be used only as an entrance and the route from the toilets back to the main hall.</p> <p>All users, excepting the last organiser, will exit the hall by means of the front fire exit.</p> <p>Door handles and light switches to be cleaned regularly.</p>	<p>Set up one-way system from entrance lobby to main hall.</p> <p>Access to toilets via one-way system through kitchen and from toilets through entrance lobby to main hall.</p> <p>Provide suitable hand sanitising equipment for users on arrival.</p>



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<p>Main Hall</p>	<p>Door handles, light switches, window handles, tables, and chair backs.</p> <p>Projection screen, Window curtains</p> <p>Social distancing not possible</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use.</p> <p>Provide hand sanitiser and hirers to be encouraged to wash hands regularly.</p> <p>Maximum number of persons permitted in the building is 30.</p> <p>Specific Risk Assessment required from each hirer setting out means to meet social distancing guidelines and maximum number of persons permitted for the event</p>	<p>Requirement to be included in Special Conditions of Hire</p> <p>Provide suitable cleaning equipment for use by hirers.</p> <p>Remove window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Main Hall is 128 sq m floor area. Following guidance of 4 sq m per person, 32 people permitted, reduced to 30 to comply with Government Guidance for attendance at indoor events.</p>
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<p>Small meeting room.</p>	<p>Social distancing more difficult in smaller areas</p>	<p>The meeting room, adjacent kitchen and unisex washroom will not be available for hire. The rooms will form an isolation area for anyone feeling unwell and will be equipped with appropriate PPE, medical and sanitising items</p>	<p>Signage required.</p>
<p>Kitchen</p>	<p>Social distancing more difficult in the relatively confined space and with many touch areas. Door and window handles Light switches, worktop, sinks, taps, cupboards drawer handles, fridge, crockery/cutlery kettle/hot water boiler, cooker.</p>	<p>The kitchen will be in the one-way system from the main hall to the toilets.</p> <p>The maximum number of persons permitted in the kitchen is 2, being one in the sink area and one passing through to the washrooms</p> <p>Hot and cold drinks may be served at the kitchen servery by one person appointed to fill cups/mugs/glasses provided by the user.</p> <p>No food is to be prepared in the kitchen</p>	<p>Cleaning routine for the kitchen to be discussed with the hall cleaner.</p> <p>Access for users to equipment cupboards to be included in users risk assessment.</p>
<p>Cleaners storage cupboards</p>	<p>Social distancing not possible in restricted space. Door handles, light switch touch areas, cleaning materials.</p>	<p>No access allowed to hirers.</p> <p>Only one person permitted in the storage area at any time</p>	<p>Cleaning routine for the cupboard to be discussed with the hall cleaner.</p>



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Bar / servery area	Social distancing not possible in restricted space. Door handles, light switch, taps are common touch areas.	Designated for use by hirer for handwashing only by one person at a time	Access to hirers equipment cupboards to be considered. Provide suitable hand washing items and paper towels.
Water Supply	Presence of Legionella	All taps have been opened to run for 90 seconds at least once a fortnight during the shutdown period	There is no hot water storage system in the village hall which reduces likelihood of development of legionella bacteria.
Storage Room and corridor (furniture/equipment)	Social distancing more difficult Door handles and light switches in use. Equipment needing to be moved includes tables and chairs.	Maximum of 2 people permitted in storeroom or corridor behind the stage at any time. Hirer to control accessing and stowing equipment to encourage social distancing. People moving chairs and tables to wear disposable plastic gloves and to wash hands on completion of setting up and putting away.	Consider whether re-arrangement of storeroom will facilitate social distancing.



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<p>Toilets – male, female and disabled accessible at kitchen end of the building.</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p> <p>Spread of virus droplets in atmosphere from hand dryers</p>	<p>Hirer to control numbers accessing toilets at any time to a maximum of 2, with attention to more vulnerable users.</p> <p>Hirer to clean all touch surfaces before meeting commences.</p> <p>Those using the toilets encouraged to wipe touch surfaces when leaving.</p> <p>Hand dryers switched off with paper towels for hand drying and bins provided.</p> <p>Encourage 20 second hand washing</p> <p>Hall cleaner to pay particular attention to washroom cleaning during weekly cleaning session</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p> <p>Sanitising wipes/sprays to be provided.</p> <p>Gov.uk advice is that touched surfaces are cleaned at least twice a day</p> <p>Posters to encourage 20 second hand washing</p> <p>Agree cleaning routine for toilets with cleaners.</p> <p>Gov.uk advice is that waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</p>
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<p>Stage</p>	<p>Curtains</p> <p>Social distancing</p> <p>Potential source of airborne droplets of the virus</p> <p>Lighting controls</p>	<p>Curtains to be tied back and marked as not to be used.</p> <p>Stage closed for performances.</p> <p>Lighting controls are separate to main hall lighting. Sign as Out of Use.</p>	<p>Stage area to be used for storage of 3 x 30 sets of chairs to be used in rotation</p>
<p>Upholstered seating</p> <p>Curtains</p>	<p>Virus may remain on fabric and cannot readily be cleaned between use.</p> <p>Metal parts can be cleaned and are more likely to be touched when moving chairs.</p>	<p>Chairs to be quarantined for 36 hours after use. Rotate use of 3 sets of chairs to be used on alternate days.</p> <p>People moving chairs and tables must wash hands before and after setting up and putting away</p> <p>Hard surface touch areas of chairs and tables to be wiped with sanitising cloth when placed in hall and when returned to storage.</p> <p>All hirers to be encouraged to wash hands regularly.</p>	<p>Provide suitable cleaning wipes.</p> <p>Gov.uk studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.</p> <p>Stage curtains to be set clear of corridors and not used.</p> <p>Main hall curtains at windows to be removed and stored.</p> <p>Provide disposable gloves for discretionary PPE. Users must wash hands on removing gloves.</p>



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<p>Events</p>	<p>Too many people in the hall for social distancing to be possible.</p> <p>Handling cash and tickets.</p> <p>Too many people arrive at the same time.</p> <p>Lack of social distancing as users move to seating</p>	<p>Seat numbers and layout to defined in the user's risk assessment.</p> <p>Attendees must wait outside the hall until the organiser is ready to admit them in a controlled manner.</p> <p>Seats must be booked in advance, with space between individuals or household groups.</p> <p>Attendees must be taken to their seat by a route that minimises passing of other users.</p> <p>There must be no handling of cash in the hall. Collection of tickets permitted by one person wearing disposable gloves.</p> <p>Users must observe one-way system in the hall and exit via front fire escape door.</p>	<p>Provide hand sanitiser, paper roll and waste bin by exit door.</p>
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<p>All Users</p>	<p>Covid-19 infection reported of someone who has been in the hall in the previous 7 days.</p>	<p>A contact list of everyone entering the hall must be produced by the event organiser. The list must be available to the Test and Trace System for a minimum of 21 days after the event, after which it should be destroyed.</p> <p>Any person not willing to have contact details on the list, e.g. because of GDPR concerns, must be refused entry to the event</p>	<p>Any event organiser becoming aware of someone who attended an event becoming unwell with Covid-19 must inform the village hall booking secretary as soon as possible.</p> <p>The booking secretary will inform the Management Committee Members.</p>
<p>Imported equipment</p>	<p>Equipment brought into the hall by hirers may be contaminated with the virus on arrival.</p>	<p>Imported equipment should only be for use by the person bringing it into the hall and not shared with others.</p> <p>Any equipment brought into the hall for event users must be identified in the Hirers Risk Assessment with justification and mitigation against transmission of any virus present on the items.</p>	