**Earl Stonham Village Hall Covid-19 Specific Risk Assessment**

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 of 2 metres. 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)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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**

**Issue 2 – updated to reflect latest issue of government guidance and re-opening of club room. Key changes are changed capacity limits, more rigorous specification of spacing and interaction.**

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| **Staff, contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | Anti-viral treatment of surfaces infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths.  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 given cleaning / PHE guidance and PPE for use in the event deep cleaning is required.** | Staff/volunteers may need guidance as to anti-viral treatment. 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. |
| **Staff, contractors and volunteers** | Hall user diagnosed with Covid-19 | Premises closed until deep cleaning undertaken if someone that has used the hall subsequently falls ill with CV-19.  Rental conditions for all hirers to maintain track and trace for all users and immediately report to booking clerk if positive diagnosis  All hall users who could have been affected to be informed | Deep cleaning process needs to be defined |
| **Staff, contractors and volunteers** | Staff/volunteers who are either extremely vulnerable or over 70.  Staff or volunteers carrying out cleaning, anti-viral treatment, 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. | **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.**  **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.  It is important people know they can raise concerns. |
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| 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. | **Bookings to be staggered to minimise interaction between groups. User guidelines updated to ensure they are aware of the need to socially distance when entering and leaving the hall**  **Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.**  **Booking conditions amended to include Covid-19 guidance on social distancing.** | 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. |
| Entrance hall/lobby/corridors | 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. | **Staggered bookings as above. As all users will be arriving and departing together, a one-way system is not considered advantageous. This will be reassessed if larger bookings reinstated.**  **Door handles and light switches etc to be anti-viral treatment applied regularly. As hall cleaning only undertaken weekly, users to be advised in booking conditions to do this themselves on arrival and departure.**  **Hand sanitiser and cleaning materials to be provided by hall** |  |
| Main Hall | Door handles, light switches,  window catches, tables, chair seats and backs.  Soft furnishings which cannot be readily treated with anti-viral treatments 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 anti-viral treated by hirers before and after use and once per week by hall cleaning staff.**    **Limit on maximum number of users set for the main hall:**  **20 with 2m social distancing**  **28 seated at tables of 4 or less with 1m or more between seats.**  **38 with additional mitigation – seated in rows with 1m separation and 2m between rows.**  **Social distancing guidance in booking conditions for hirers to follow in arranging their activities.**  **Hirers to be advised to wash hands regularly.**  **Use of face coverings mandatory except when seated and eating or drinking** |  |
| Club Room | Social distancing more difficult in smaller areas  Door and window handles  Light switches  Tables, chair backs and arms.  Copier, laminator, shredder.  Floors with carpet tiles less easily cleaned. | **Door handles, light switches, window catches, tables, chairs and other equipment used to be anti-viral treated by hirers before and after use and once per week by hall cleaning staff**    **Limit on maximum number of users set for the club room:**  **10 with 2m social distancing**  **18 with additional mitigation – seated in rows with 1m separation and 2m between rows.**  **Social distancing guidance in booking conditions for hirers to follow in arranging their activities.**  **Hirers to be advised to wash hands regularly.**  **Use of face coverings mandatory except when seated and eating or drinking** |  |
| Kitchen | 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 | **Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.**  **Hirers to clean / anti-viral treat all areas likely to be used before use, wash, dry and stow crockery and cutlery after use, ideally using the dishwasher.**  **Towels and tea towels removed from the premises and hirers advised 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.** | Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.  Consider closing kitchen if not required or restricting access. |
| Store cupboards (cleaning equipment, small tables etc) | Social distancing not possible  Door handles, light switch | **Only one person to access the cupboard at a time – signage to be provided. Cleaner to decide frequency of cleaning.** |  |
| Storage Rooms | Social distancing more difficult  Door handles in use.  Equipment needing to be moved not normally in use | **No public access to storage rooms.** | Consider whether re-arrangement or additional trolleys will facilitate social distancing. |
| 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.**  **Signs on doors – One in One out**  **Signs in toilets to emphasise need for effective hand cleaning**  **Hire conditions to include need for hirer to clean all contact surfaces etc before use.** | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. |
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| Stage | Curtains  Social distancing  Lighting and sound controls | **No bookings currently planned to use the stage. Will be re-assessed when / if this changes. Actions to be considered include removal of curtains, limit on number on stage at any time and through ventilation by keeping doors open.** |  |
| Pub evenings etc. operated by the VH committee |  | **Ensure social distancing by fixed table layout and limiting number per table and total number allowed.**  **Face coverings to be worn at all times when not seated.**  **Table service for food / drink**  **Minimise use of cash – payments by online transfer where possible.** |  |
| Events | Handling cash and tickets  Too many people arrive | **No events planned at present. Will be assessed on a case by case basis.** | See National Rural Touring Forum guidance, Section 2.6 |