

COVID-19 Risk Assessment for re-opening Pauntley Village Hall – July 2020

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. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. 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.
Work activity or situation which might cause transmission of the virus and likelihood volunteers could be exposed.	Cleaning surfaces infected by people carrying the virus.	Stay at home guidance if unwell at entrance and in Main Hall.	Notices posted
		Volunteers and hirers given guidance on cleaning. Use disinfectant wipes rather than sprays. Provide volunteers with protective overalls and plastic or rubber gloves. Hirers and contractors provide their own.	Wipes and gloves provided and guidance to volunteers and hirers.
	Disposing of rubbish containing tissues and cleaning cloths.	Volunteers and hirers advised to wash outer clothes after cleaning duties. Dispose of wipes in rubbish after use.	Notice posted
	Deep cleaning premises if someone falls ill with CV-19 on the premises.	Take names and contact details of those attending events.	Sheet created for use at events. Contact anyone present and arrange a deep clean.
	Occasional maintenance workers.	Talk with volunteers regularly to see if arrangements are working.	Ongoing

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Car Park/paths/patio/exterior areas	<p>Social distancing may not be observed as people congregate before entering premises.</p> <p>People may drop tissues.</p>	<p>Mark out 2metre waiting area outside front entrance with tape to encourage care when queueing to enter</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. Low risk as queues are not normally a feature of our events. Review if quiz and film evenings restart.</p> <p>Ordinary litter collection arrangements can remain in place. Plastic gloves provided and covered bins.</p>
Entrance lobby	<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>“Pinch points” at the entrance in busy periods. Create one-way system and provide signage.</p> <p>Door knobs and light switches to be cleaned regularly. Disinfectant wipes to be provided.</p> <p>Hand sanitiser provided by hall entrance and exit.</p>	<p>One-way system and signage.</p> <p>Disinfectant wipes provided. Light switches, door knobs to be cleaned before each event.</p> <p>Hand sanitiser provided at entrance and exit and checked before each event.</p>

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Main Hall	<p>Airborne transmission of the virus</p> <p>Door knobs, light switches, blind pulls, tables, chair backs and seats.</p>	<p>On entering a community facility users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse'. This could be for a gym class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so.</p> <p>Volunteers and hirers to clean all door knobs, light switches, heater switches, blind pulls, tables and chair backs before use.</p> <p>Rooms with carpeted floors not hired for keep fit type classes.</p>	<p>Notice posted at entrance and included in special conditions of hire</p> <p>Disinfectant wipes and plastic gloves provided.</p> <p>No classes to take place as yet. For Pilates when it restarts, carpeted area out of use.</p>

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	Social distancing required for indoor events.	<p>Layout tables and chairs to observe social distancing. Provide guidance to hirers.</p> <p>Consider outdoor events as these may be safer.</p> <p>Keep hall well ventilated.</p>	<p>To be done before each event.</p> <p>Events will take place outside when the weather permits.</p> <p>Open doors and windows when weather permits.</p>
Upholstered seating, stage curtains	<p>Soft furnishings which cannot be readily cleaned between use, such as chairs and stage curtains, window blinds. Virus may remain on fabric Cannot readily be cleaned between use. Frequent cleaning would damage fabric.</p> <p>Projection equipment.</p>	<p>Volunteers and hirers to be encouraged to wash hands regularly. Provide hand wash, sanitiser and plastic gloves.</p> <p>Tie back stage curtains and do not use.</p> <p>Only named individuals to use the projection equipment and clean it after each use.</p>	<p>Notices posted. Hand wash and paper towels provided, and hand sanitiser.</p> <p>Curtains tied back.</p> <p>No film evenings as yet. Only Michael and Lesley to use.</p>

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Kitchen	<p>Social distancing more difficult in smaller areas. Door knobs, light switches.</p> <p>Kitchen surfaces and equipment - kettles, fridge, crockery, cutlery</p>	<p>Surfaces and equipment to be cleaned after use. Crockery and cutlery to be stored away after cleaning.</p> <p>Hand sanitiser, soap and paper towels to be provided.</p> <p>Only 2 people to be in the kitchen at any one time. Face masks to be used.</p> <p>Cleaning materials to be made available in a clearly identifiable location and checked and restocked regularly. Tea towels to be removed and washed after each use.</p> <p>Consider encouraging hirers to bring their own food and drink for the time being.</p>	<p>Volunteers and hirers to action. Disinfection wipes provided.</p> <p>Provided. Poster on hand washing.</p> <p>Notice on door.</p> <p>Cleaning equipment under the sink. Tea towels will be removed and washed after each use.</p> <p>For coffee mornings, attendees can bring their own mugs/cups if they prefer.</p>

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Storage Room (furniture/equipment)	Social distancing more difficult Door knob, light switch. Furniture and equipment needing to be moved.	Users required to clean furniture and equipment before use. Control accessing and stowing equipment to encourage social distancing.	Volunteers to clean before use. Only one person in the store room at a time.
Toilets	Social distancing difficult. Surfaces in frequent use - door knobs, light switches, basins, toilet handles, seats etc. Surfaces and mirrors.	Control numbers accessing toilets at one time, with attention to more vulnerable users. All surfaces etc to be cleaned after use. Provide plastic gloves and cleaning materials. Engaged/free signage to limit numbers in toilet areas to 1 at a time. Poster/signs to notify users. Hand dryers out of use and signed as such. Soap and paper towels to be provided. Poster to encourage 20 second hand washing.	Only one person in each toilet area at a time. Soap, paper towels, and toilet paper will be checked before each event. Notice and vacant/engaged signage on toilet doors. Hand dryers signed out of use and paper towels provided. Poster on hand washing.

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Carpeted area	Curtains	Tie back stage curtains and request hirers not to touch them.	Done
Events	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 to be handled by one individual wearing gloves.	No cash payment events at present. For coffee mornings, cash put into pot and collected at the end of session using plastic gloves. No performances as yet. Only one person to handle cash wearing gloves.
Outside area	Social distancing not so important for outside events, as long as numbers are controlled. Risk of contamination of furniture and equipment.	Sun and rain reduce the risk by reducing the period over which the virus remains active. Users to clean furniture and equipment after use. Provide plastic gloves and wipes. Sanitiser at exit point.	Events to be held outside where the weather permits. Volunteers and hirers to clean furniture. Plastic gloves and wipes provided. Sanitiser at exit point.

