

**West Down Parish Hall
COVID-19 Risk Assessment for re-opening West Down Parish Hall**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Cleaner, 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 plastic or rubber gloves. Contractors provide their own. Cleaner/volunteers advised to wash outer clothes after cleaning duties. Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Cleaner/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>Cleaner, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Cleaner/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>Cleaner in the vulnerable category are advised not to attend work for the time being. Discuss situation with Cleaner/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 Cleaner, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Cleaner 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.</p> <p>It is important people know they can raise concerns.</p>
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<p>Car Park/paths/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out, as per Government guidelines, waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to 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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>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.</p>	<p>Identify "pinch points" and busy areas. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked before and after the Hall is used. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned 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.</p>	<p>Provide hand sanitizer. Provide Posters</p>

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<p>Small meeting rooms</p>	<p>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.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a "kettle point" to avoid two groups using the same kitchen.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p>Hirers are asked 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.</p>	<p>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.</p>

	Cooker/Microwave	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.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms / Boiler area (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	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.
Social distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending the hall	Confusion among hirers. Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users. Risk of virus spread to all attending an activity or event, rather than one group of <6.	Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements	Event organisers are not expected to ask about people's domestic arrangements. But no group members should mingle, ie mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.

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Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats, mirrors etc.	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	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.
Stage	Curtains Social distancing Lighting and sound controls	Avoid using the Stage	
Events	Handling cash and tickets Too many people arrive	Hirers to comply with current Government guidelines.	See National Rural Touring Forum guidance, Section 2.6