

## **COLERNE VILLAGE HALL ASSOCIATION – DENYS SARGENT ROOM**

### **COVID-19 Risk Assessment for re-opening**

This document has been created and used following advice from ACRE and in line with government guidelines for re-opening community facilities after 19th July 2021.

All social distancing requirements and mandatory mask wearing were removed by the government on 19th July 2021.

For large meetings (11+) the Hirer will be required to create their own Risk Assessment and special attention needs to be given to anyone classed as vulnerable, hourly venting of the room and a seating plan.

It is recommended that all Hirers produce their own COVID19 Risk Assessment specific to their use of the Room.

If the NHS Track & Trace code is not used upon entry to the Room all Hirers will need to keep a list of all attendees contact details for NHS Track and Trace; this list should be kept for 21 days.

It is recommended that everyone who enters the Room wears a face covering.

The Hirer will clean the room after their session.

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><b>Volunteers and contractors –</b> Identify what work activity or situations might cause transmission of the virus and likelihood volunteers 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><b>Stay at home guidance if unwell at entrance and in the Room. Volunteers provided with protective apron and plastic or rubber gloves. Contractors provide their own. Volunteers advised to wash outer clothes after cleaning duties.</b></p>	<p>Volunteers have been given recommendations regarding cleaning frequently touched surfaces.</p> <p><b>Action Completed 31/07/21</b></p>
<p><b>Volunteers and contractors –</b> think about who could be at risk and likelihood volunteers could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70. Volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the room or falls ill.</p>	<p><b>Volunteers in the vulnerable category are advised not to attend any event in the Room.</b></p>	<p>Volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been in the room. Details of a person’s medical condition must be kept confidential, unless the volunteer agrees it can be shared.</p> <p><b>Action Completed 31/07/21</b></p>

Car Park/paths/exterior lobby	People drop tissues.	<b>Cleaner asked to check area outside door for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	Ordinary litter collection arrangements can remain in place.  <b>Action Completed 31/07/21</b>
Room	Door handles, light switches, window catches, tables, chair backs. Projector and Screen, Window & Door blinds	<b>Door handles, light switches, window catches and tables to be cleaned by hirer after use. Projector/Screen &amp; blinds cannot be used due to venting issues. Hirers to be encouraged to wash hands regularly. All Rubbish generated during the hiring session should be disposed of by the hirer.</b>	Hirers have been recommended to clean frequently touched items regularly. Hirer must Clean equipment after use with dry cloth.  <b>Actions Completed 31/07/21</b>

Venting	Hirers have been recommended to vent the DS room during their session.	<b>It is recommended that all windows, including toilet window should be open during the hiring session. Entrance door should be left open throughout the hiring session.</b>	Hires have been recommended to vent the room hourly.  <b>Action Completed 31/07/21</b>
Kitchen Area	Working surfaces and sink plus Cupboard handles. Crockery/cutlery Kettles	<b>Hirers to clean all areas likely to be used after use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand soap and paper towels to be provided</b>	Cleaning materials reside in the Cupboard under the sink and are checked and restocked regularly.  <b>Action Completed 31/07/21</b>
Indoor Toilet	Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc plus mirror.	<b>Hirer to clean all surfaces etc after use.</b>	All cleaning equipment stored under the sink in the DS Room and the cleaning equipment is regularly replenished.  <b>Action Completed 31/07/21</b>