

COLERNE VILLAGE HALL ASSOCIATION

COVID-19 Risk Assessment for re-opening Village Halls

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 gatherings (100+) 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 Hall and a seating plan.

All User groups are advised to produce their own COVID19 Risk Assessment specific to their use of the Hall.

If the NHS Track & Trace code is not used upon entry to the Hall 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.

Everyone who enters the Hall is advised to wear a face covering.

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>Volunteers and contractors – 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>Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with protective apron and plastic or rubber gloves. Contractors provide their own. Volunteers advised to wash outer clothes after cleaning duties.</p>	<p>Volunteers have been given recommendations regarding cleaning frequently touched surfaces.</p> <p>Action Completed 31/07/21</p>
<p>Volunteers and contractors – 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 premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Volunteers in the vulnerable category are advised not to attend any event in the Village Hall.</p>	<p>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 volunteer agrees it can be shared.</p> <p>All Actions Completed 31/07/21</p> <p>It is important people know they can raise concern.</p> <p>Action Completed 31/07/21</p>

Events	Handling cash and tickets	Organisers arrange online systems and cashless payments as far as possible.	Hirers are recommended to maintain a record of whoever attends their event, with contact details. Action Completed 31/07/21
Car Park/paths/exterior areas	People drop tissues.	Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Ordinary litter collection arrangements can remain in place. Action Completed 31/07/21
Foyer	Door handles, light switches in frequent use.	Hand sanitiser at the entrance and exit to the building to be provided by hall	Encourage use of hand sanitiser in Foyer Black curtaining on Foyer Door removed and blind installed on entrance door to enable the Hall to still achieve blackout Action Completed 31/07/21

Toilet corridor	Door handles	Door handles and light switches to be cleaned regularly.	Ensure Toilet corridor, Ladies and Gents toilet doors are left permanently open during hiring session. Action Completed 31/07/21
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Projector and Screen. Window curtains or blinds	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirer after use. Hirers to be encouraged to wash hands regularly. All Rubbish generated during the hiring session must be disposed of by the hirer.	The three red window curtains have been removed Hirers have been recommended to clean frequently touched items after use. Hires have been recommended to clean Projector lens caps after use with dry cloth. All Actions Completed 31/07/2021
Venting	As this virus is airborne, venting the Hall has been recommended	Open all windows and doors to enable fresh air to circulate around the building for 15 minutes before anyone enters the building. Venting must take place every hour for 15 minutes.	Hirers have been recommended to vent the building every hour for 15 minutes Action Completed 31/07/2021

Heaters	Heaters can be used but hirers are advised to limit their use during their session	Both heaters can now be used but the Hall must be vented first and during venting the heaters must be turned off.	All hirers can use the heaters but must vent the building hourly during their session. Action Completed 31/07/21
Kitchen	Working surfaces, sinks, Crockery/cutlery	Hirers are asked to control numbers using kitchen especially for those over 70. Hirers have been advised to clean all areas frequently touched , wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand soap and paper towels to be provided	Plastic protection screen in the kitchen hatch can be used when anyone is using the kitchen. Cleaning materials reside in the Cleaning Equipment Cupboard and are checked and restocked regularly. All Actions Completed 31/07/2021
Store cupboard and Cleaning Equipment Cupboard	Door handles, light switch	Hirer responsible to clean frequently touched areas	Hirers have been recommended to practice social distancing when access either of these rooms. Action Completed 31/07/21

Chair Store Extra Chairs	Chairs needing to be moved not normally in use	Public access allowed	Extra chairs only required for large events. Hirers have been recommended to practice social distancing when accessing this room. Action Completed 31/07/21
Function Room Extra Tables	Tables needing to be moved not normally in use Freezer	If tables are required wear gloves when moving tables.	Hirer recommended to thoroughly clean the tables before returning them to the Function Room also to practice social distancing when access this room. Action Completed 31/07/21
Indoor Toilets Ladies, Gents and Disabled	Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers of vulnerable people accessing toilets at one time.	Ensure soap and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed. Action Completed 31/07/21
Stage	Curtains Cinematic equipment	All stage curtains will be untied	Hirers have been recommended that any remote controls used must be wiped clean after use. Action Completed 31/07/21

PC Room	Committee access only to this room	LOCK OFF as no public access required	Room secured Action Completed 31/07/21
Kitchen Lobby	Door and Light switch	Public Access allowed	Lobby fully accessible to all but hirers have been recommended to practice social distancing when accessing the Lobby. Action Completed 31/07/21
Denys Sargent Room	Door and window handles Light switches Tables and chairs.	Room now open	DS Room has its own Risk Assessment Action Completed 31/07/2021