

Maisemore Village Hall COVID-19 Risk Assessment 19th September 2020

This risk assessment is based on the current government and Public Health England guidance and with reference to the guidance provided by ACRE on the safe reopening of Village Halls (ACRE Information Sheet Re-opening Village and Community Halls post COVID-19 closure, Issue 6 – Current on 17th September 2020). It will be updated as this guidance changes. All hirers will be required to agree to the Special Conditions of Hire during Covid-19, which sets out in more detail their responsibilities to mitigate risk.

Area or People at Risk	Risk identified	Actions to take to mitigate risk
Users of the Village Hall Caretaker Cleaner Occasional maintenance workers/contractors	Exposure to a person infected with COVID-19	<ul style="list-style-type: none"> • Everyone entering the hall to wear a face covering and keep it on unless an exemption or other government guidance applies to the activity. • Special Conditions of Hire document states that persons exhibiting symptoms (or from a household where anyone has exhibited COVID-19 symptoms within the last 48 hours) are prohibited from entering premises. If they develop symptoms within 10 days of visiting the premises they must use the Test, Track and Trace system and seek a COVID-19 antigen test and inform the caretaker as a matter of urgency. • "Stay at home if unwell guidance" displayed at entrance. • Social distancing guidance at entrance and within premises • To maintain social distancing the maximum number of people on the premises cannot exceed 30, or 20 in the case of sport and exercise and dancing classes. Hirers are responsible for ensuring this number is not exceeded by, for example, limiting numbers by pre-booking. • Bookings only to be accepted where social distancing possible. Hirers to sign special conditions of hire document agreeing to ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. Hirers must agree to ensure social distancing of 2m (or 1m with mitigation measures) between individuals or groups is maintained by

		<p>everyone attending.</p> <ul style="list-style-type: none"> • Users to agree to socially distance from and limit their social interactions with anyone they do not live with and to position furniture or the arrangement of the room to facilitate social distancing between individual people or groups of six or less people. • “Catch it, bin it, kill it” signage throughout the premises. • 2m distance markings in entrance foyer. One way system in operation – entry via main hall entrance in foyer, exit via hall door leading to car park. Appropriate signage to be displayed. • Gap between bookings to reduce risk of contact between user groups. • Group leaders to be asked to consider staggered arrival times to maintain social distancing at entrance and in foyer. • Only main hall to be used to maintain social distancing. No access to Art Room (to right of stage), Committee Room or Kitchen. • Kitchen to be closed with signage to this effect and hirers encouraged to bring their own refreshments. • Caretaker to move required number of plastic chairs and tables to main hall before hire. Hirers should leave them in main hall after cleaning at the end of hire. • Green Room to left of stage only to be used as isolation area
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		<p>if someone taken ill with suspected COVID-19. This has toilet, hand-washing facilities, plastic chair and COVID-19 first aid box. External door from Green Room to be used to leave the premises.</p> <ul style="list-style-type: none">• Only the accessible toilet to be used to maintain social distancing – signage to indicate Ladies and Gents suites are not to be used.• Group leaders must obtain and retain a record of the name and contact number or email of all those attending their event for a period of 3 weeks after the event and provide this to NHS track and trace if required.• Anyone over 70, in a vulnerable group or with certain medical conditions should take precautions to mitigate their risks.• Hirers to be encouraged to keep the hall well ventilated during the hire period.• In order to reduce potential risk of aerosol/droplet transmission hirers to be advised that music must not be played which would encourage shouting – including if played at a volume that makes normal conversation difficult.• Hirers using the hall for sport or exercise activities must comply with guidance issued by the relevant governing body for their sport or activity to deal with the COVID-19 risks.
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<p>Users of the Village Hall</p> <p>Caretaker</p> <p>Cleaner</p> <p>Occasional maintenance workers/contractors</p>	<p>Contact with a surface/equipment infected with COVID-19</p>	<ul style="list-style-type: none"> • Alcohol based hand sanitiser provided at entrance and exit and everyone required to use it on entering/leaving the hall. • Stocks of soap, paper towels, tissues, hand sanitiser to be regularly replenished and ensure hirers know where to access these. Adequate supply of waste bins and bin bags. • Hand hygiene signage displayed – posters to encourage 20 second hand washing in toilets. • Cleaning to be carried out with disposable/paper cloths and disinfectant spray/wipes and wearing disposable gloves (to be supplied by Village Hall). Note it is not necessary to wear PPE or clothing over and above what would normally be used. • Soap, hot water and paper towels provided in toilets. • Fabric chairs are not to be used - hirers to be instructed to use the plastic chairs provided and to disinfect them before and after use. • Surfaces and equipment to be cleaned by hirers before and after use, including light switches, door handles, window catches, tables and chairs. All surfaces, especially those most frequently touched, to be cleaned regularly during the hire. • Caution to be exercised when cleaning light switches – impregnated cloths not spray disinfectant to be used. • Those responsible for cleaning to be made aware it must be carried out in accordance with the government guidance in "Covid-19: cleaning in non-healthcare settings outside the home".
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	<p>Contact with rubbish infected with COVID-19.</p>	<ul style="list-style-type: none"> • Bins with liners to be provided in toilets, foyer and hall to encourage disposal of tissues, face coverings and PPE. • Hirers to seal their rubbish in the bin bags provided and take them away at the end of their hire. There is no need to store or double bag unless cleaning after someone with suspected COVID-19. • Maintain regular litter collection in car park/exterior areas but ensure gloves are worn and rubbish sealed in bin bag before disposal. • Cleaner and caretaker given PHE guidance and PPE for use in the event deep cleaning is required. • If cleaning after someone with suspected or confirmed COVID-19 the cleaner must follow the government guidance in "Covid-19: Cleaning in non-healthcare settings outside the home" regarding bagging and disposal of the waste. • The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.
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MUGA and play equipment	Potential contamination by touching surfaces/exposure to a person infected with COVID-19.	Notices displayed – do not use if unwell, wash hands before and after, keep socially distanced.
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