

Maisemore Village Hall COVID-19 Risk Assessment Updated 19th December 2021

This risk assessment is based on the Community Building COVID-19 Guidance issued by ACRE on 16th December 2021 and will be updated as Government guidance changes.

Area or People at Risk	Risk identified	Actions to take to mitigate risk
<p>Users of the Village Hall</p> <p>Caretaker</p> <p>Cleaner</p> <p>Occasional maintenance workers/ contractors</p>	<p>Exposure to a person infected with COVID-19</p>	<ul style="list-style-type: none"> • Hirers to sign Special Conditions of Hire which outlines the measures they are advised to take to keep themselves and others safe e.g. by encouraging attendees to wear face masks, socially distance and ventilate the hall well. Links provided to relevant government guidance – specifically Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk) and Coronavirus (COVID-19): Wedding and civil partnership ceremonies, receptions and celebrations - GOV.UK (www.gov.uk) • Signs are displayed in the hall reminding users that face coverings are mandatory unless an exemption applies eg when exercising or eating. • Special Conditions of Hire document obliges hirers to make sure that everyone likely to attend their event understands that they must not do so if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they must seek a COVID-19 test. • “Stay at home if unwell guidance” displayed at entrance and “Catch it, bin it, kill it” signage throughout the premises. • Social distancing guidance at entrance and within the premises. • 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.

		<ul style="list-style-type: none"> • Green Room to left of stage only to be used as isolation area 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. • Group leaders are requested to ask attendees to use the NHS QR poster at the hall entrance or securely keep their details if they wish to check in but do not have the app. • 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.
<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 encouraged 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. • Kitchen users to bring their own tea towels. • Soap, hot water and paper towels provided in toilets.

		<ul style="list-style-type: none"> • 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 government guidance in "Covid-19: cleaning in non-healthcare settings outside the home".
	<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.

		<ul style="list-style-type: none"> • 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.
MUGA and play equipment	<p>Potential contamination by touching surfaces/exposure to a person infected with COVID-19.</p>	<p>Notices displayed – do not use if unwell, wash hands before and after, keep socially distanced.</p>