



COVID-19 Risk Assessment for Ash Village Hall – October 2021

This document is based upon a sample document provided by ACRE (Action with Communities in Rural England).

It should be read in conjunction with the Halls existing policy documents and risk assessments, including Health & Safety and Fire.

This COVID-19 Risk Assessment has been carried out in consultation with employees (HSE guidance) and volunteers.

A draft was provided to key voluntary organisations who use the hall so that any points raised were considered before being issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment has been identifying “pinch points” where people cannot maintain social distancing. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Despite Step 4 and the associated unlocking, social distancing should be encouraged in less well-ventilated spaces and to protect vulnerable people. Where not possible 1m plus mitigation measures or a waiting system and/or signage is encouraged e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and AVH Management Committee have used all reasonable endeavours to ensure the hall is cleaned and maintained in accordance with COVID-19 Secure Guidelines. We request all Hirers to prepare their own risk assessment for their specific activities and members and to review this regularly in the light of changing advice.
4. All visitors should comply with any conditions and guidelines imposed and consider any additional steps they should take to keep themselves and others safe, particularly if they are at greater risk or considered more vulnerable.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Actions completed and notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. • Staff/volunteers advised to wash outer clothes after cleaning duties. • Staff given PHE guidance and PPE for use in the event deep cleaning is required. 	<ul style="list-style-type: none"> • Posters/Guidance Notices at Hall • Staff/volunteers provided with overall & gloves. • Staff given PHE guidance & PPE. • Staff/volunteers given 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>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<ul style="list-style-type: none"> • Staff/volunteers who are either extremely vulnerable or over 70. • Staff or volunteers carrying out cleaning or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. • Mental stress from handling the new situation. 	<ul style="list-style-type: none"> • Discuss situation with staff/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. • Talk with staff, trustees and volunteers regularly to see if arrangements are working. 	<ul style="list-style-type: none"> • Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises – Contact Details of Chair/Vice Chair provided. • Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. • It is important people know they can raise concerns - Contact Details of Chair/Vice Chair provided.
<p>Car Park/paths/exterior areas</p>	<ul style="list-style-type: none"> • Social distancing is not observed as people congregate before entering premises. • Parking area is too congested to allow social distancing. • People drop tissues. 	<ul style="list-style-type: none"> • Social Distancing notices to be displayed. • More time between bookings to minimise number of people arriving/ leaving at same time. • Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. 	<ul style="list-style-type: none"> • Posters/Guidance Notices at Hall. • Special Conditions of Hire issued to hirers. • 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.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Actions completed and notes
Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall	<ul style="list-style-type: none"> Risk of people mingling with others they are not usually in contact with, spread of the virus and worry other users. Risk of virus spread to all attending an activity or event, rather than one group. 	<ul style="list-style-type: none"> Special Conditions of Hire to cover this. Discuss any hirer concerns with them, as this should not prevent any activities, though adjustments may be needed to ensure social distancing or to mitigate risks, e.g. limiting numbers, seating arrangements, face coverings. 	<ul style="list-style-type: none"> Posters/Guidance Notices at Hall. Special Conditions of Hire issued to hirers. Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people. Avoid raised voices or loud music so that people do not have to shout to be heard.
Entrance hall/lobby/corridors	<ul style="list-style-type: none"> Possible "pinch points" and busy areas social distancing is not observed in a confined area. Door handles, light switches in frequent use. Upholstered seating. Virus may remain on fabric. Cannot readily be cleaned between use. 	<ul style="list-style-type: none"> Identify "pinch points" and busy areas. Provide signage. Door handles and light switches to be cleaned regularly. Hirers encouraged to wedge internal doors open to minimise handling and to increase ventilation flow. Hand sanitiser to be provided. Upholstered chairs not to be used. 	<ul style="list-style-type: none"> Posters/Guidance Notices at Hall. Special Conditions of Hire issued to hirers. Hand sanitiser to be provided and checked regularly. Upholstered chairs moved to storage.
Library room	<ul style="list-style-type: none"> Social distancing more difficult in smaller areas. Door handles and light switches. Tables, chairs, surfaces and shared equipment Kitchenette. 	<ul style="list-style-type: none"> Recommend hirers use main hall and avoid use of library room where possible. Hirers encouraged to open doors to increase ventilation. Door handles, light switches, window catches, tables, chairs surfaces and equipment to be cleaned by hirers before and after use. Limit people in kitchenette 	<ul style="list-style-type: none"> Posters/Guidance Notices at Hall. Special Conditions of Hire issued to hirers. Kitchenette avoids two groups using the main kitchen at the same time. Cleaning materials made available - clearly identified box. Regularly checked and re-stocked, as necessary. Regularly checked and re-stocked, as necessary. Hirers must only allow access and use of cleaning products by responsible persons and monitor closely if children are present.

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Main Hall	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chair backs and arms. • Soft furnishings which cannot be readily cleaned between use: Window & stage curtains. • Equipment: Projector, Screen, PA System. • Social distancing is not observed. 	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use. • Curtains to remain open. • All equipment used to be cleaned by hirers before and after use • Social distancing guidance to be observed by hirers in arranging their activities. • Hirers to be encouraged to wash hands regularly. 	<ul style="list-style-type: none"> • Posters/Guidance Notices at Hall. • Special Conditions of Hire issued to hirers. • Cleaning materials made available - clearly identified box. Regularly checked and re-stocked, as necessary. • Hirers must only allow access and use of cleaning products by responsible persons and monitor closely if children are present.
Stage	<ul style="list-style-type: none"> • Curtains. • Social distancing. • Lighting and sound controls. 	<ul style="list-style-type: none"> • Backstage curtains secured back to minimise touching. • Hirer to control access and clean as required. 	<ul style="list-style-type: none"> • Curtains to remain open – as above.
Kitchen	<ul style="list-style-type: none"> • Social distancing difficult. • Door and window handles, Light switches. • Working surfaces, sinks Cupboard/drawer handles. • Fridge, crockery/cutlery, kettle, hot water boiler, hob, ovens, microwave. 	<ul style="list-style-type: none"> • Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. • Hirers to clean all areas to be used before use and after use, wash, dry and stow crockery and cutlery. • Hirers to bring own tea towels. • Hand sanitiser, soap and paper towels to be provided. 	<ul style="list-style-type: none"> • Posters/Guidance Notices at Hall. • Special Conditions of Hire issued to hirers. • Cleaning materials made available. Regularly checked and re-stocked, as necessary.
Toilets	<ul style="list-style-type: none"> • Social distancing difficult. • Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc. • Baby changing and vanity surfaces, mirrors. 	<ul style="list-style-type: none"> • Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. • Hirer to clean all surfaces etc before public arrive. • Engaged/vacant signage and posters to encourage 20-second hand washing. 	<ul style="list-style-type: none"> • Ensure soap, paper towels and toilet paper are regularly replenished. • Posters/Guidance Notices at Hall. • Special Conditions of Hire issued to hirers. • Cleaning materials made available. Regularly checked and re-stocked, as necessary.

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Storerooms (furniture/equipment)	<ul style="list-style-type: none"> • Social distancing difficult. • Door handles, light switches. • Equipment & cupboards. 	<ul style="list-style-type: none"> • Hirer to clean equipment required before and after use. • Hirer to control access and stowing equipment to encourage social distancing. 	<ul style="list-style-type: none"> • Special Conditions of Hire issued to hirers.
Store cupboards (cleaner etc)	<ul style="list-style-type: none"> • Social distancing not possible. • Door handles, light switch. 	<ul style="list-style-type: none"> • Public access unlikely to be required. Cleaner to decide frequency of cleaning. 	<ul style="list-style-type: none"> • Cleaning Sub-committee to monitor.
Events	<ul style="list-style-type: none"> • Social Distancing difficult. • Handling cash and tickets. • Too many people arrive. 	<ul style="list-style-type: none"> • Requests for Large Events to be considered by Trustees. • Social distancing guidance to be observed by hirers in arranging their activities. • Organisers arrange online systems and cashless payments as far as possible. • Cash payments/donations to be kept to a minimum and handled appropriately according to hirers own risk assessment 	<ul style="list-style-type: none"> • Special Conditions of Hire issued to hirers. • Further conditions may be required to mitigate risks, e.g. limiting numbers, advance booking, seating arrangements, face coverings.