

AVH Coronavirus Risk Assessment

This is a specific risk assessment intended to consider measures which need to be taken to minimise the risk of users and volunteers coming into contact with Coronavirus (Covid-19) when using facilities or staging events in Alderholt Village Hall (AVH).

At this time (2 July 2020) the Government advice is that public assembly spaces may open for some events subject to compliance with Guidance. This will change and places of assembly may be permitted to open fully later in the year subject to conditions. It is likely that special measures will need to be in place for a considerable time, until full protection of the population is available by vaccine or other means.

Data from published epidemiology and virology studies provide evidence that Covid-19 is primarily transmitted from asymptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons or by contact with contaminated objects or surfaces. (<https://www.who.int > Coronavirus>)

Alderholt Village Hall (AVH) Management Committee must consider measures to be put in place before the Hall can be reopened after Government restrictions are lifted. The extent of measures may change with subsequent changes to advice from Government and their scientific advisors. The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

Important Notes:

1. This Risk Assessment may need to be updated in the light of any new or changed Government advice that may be issued.
2. This document should be read in conjunction with relevant legislation and guidance issued by Government and Local Authorities.
3. This document cannot consider all possible uses of the Hall and AVH cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. All users must conduct their own risk assessments for their specific use of the Hall.

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 should be considered**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Status	Notes
Staff, contractors and volunteers Identify what work activities or situations might cause transmission of the virus and likelihood staff could be exposed. Occasional maintenance workers.	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.	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. PHE guidance and PPE for use in the event deep cleaning is required.	✓ ✓ A A M	Staff/volunteers may need 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 used too frequently.
Staff, contractors, volunteers, users and visitors Vulnerable at greater risk from exposure to virus	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has used the premises or falls ill. Mental stress from handling the new situation.	Staff in the vulnerable category are advised not to attend work for the time being. <i>Discuss situation with staff/volunteers. Over 70s 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. Provide screen for servery. Talk with staff, trustees and volunteers regularly to check arrangements are working.</i>	A M M	Staff and 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 employee/volunteer agrees it can be shared. It is important people know they can raise concerns.
Staff, volunteers, visitors Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. <i>Clear smokers' debris.</i>	M	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.

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	People drop tissues, rubbish.	Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves remove.	M ✓	Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Users, visitors Entrance and exit	Crowding due to larger numbers coming to the Hall at a specific start time of an event. Events attended by larger numbers or at varying times during the event (exhibitions, monthly market)	Advise of need for social distancing. Separate entrance and exit to be designated and signed.	✓/M ✓	Sign to be located outside the Hall. Larger numbers may need manning of access to ensure social distance maintained. Some cross flow is inevitable due to the Toilets being accessed off the entrance lobby. Transitory lapses in social distancing in outside areas are less risky.
Users, visitors Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify “pinch points” and busy areas. Consider marking out social distance spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	✓ M ✓	Hand sanitiser needs to be checked daily.
Users, visitors Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings cannot be readily cleaned between use.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.	M	Provide hand sanitiser. Cushioned chairs with arms are important for older, infirm people.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Status	Notes
	Window curtains or blinds, displays. Projection equipment/screen. Social distancing to be observed. Ventilation	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Provide ventilation by opening windows and doors when Hall in use.	M M/A	Avoid anyone else touching them unless wearing plastic gloves. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.
Staff, volunteers Stage area	Little used area unlikely to be cleaned by hirers. Curtains Social distancing Lighting and sound controls.	Stage area to be inaccessible to hirers. Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required. Area to be designated for storage of items such as chairs to be set aside for decontamination period.	M	Access route to be maintained for Parish Council to Toilets. General cleaning only required.
Staff, cleaner Committee Room and office	Social distancing more difficult in smaller areas . Door and window handles, light switches, tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Committee Room not available for separate hire. Parish Council responsible for cleaning areas they use. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Hand sanitiser to be provided.	M ✓	Room used for meetings only by Hall Committee with limited numbers. Parish Council have requested use of Hall for larger meetings.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Status	Notes
Staff, volunteers, users Kitchen	Social distancing more difficult Door and window handles, light switches, appliance plugs, working surfaces, sinks, cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, use dishwasher to wash crockery and cutlery after use. Replace all cleaned items in cupboards. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided. Consider encouraging hirers to bring their own food and drink for the time being. Screens to be provided to servery counter. Sanitiser dispenser to be provided.	A A ✓ ✓	Cleaning materials to be made available in clearly identified location, eg a box/cupboard on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	M	Consider locating cleaning materials closer to points of use.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	M/A A	Consider whether rearrangement or additional trolleys will facilitate social distancing.

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Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Provide locks on external doors and signs to limit use to 1 person at a time. Hirers to be advised of restriction. Hirers to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Provide posters to encourage 20 second hand washing.	✓ A ✓	Cleaning materials to be made available in clearly identified location, eg a box/cupboard. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	M	
Events	Handling cash and tickets. Large numbers arrive at one time Advice of requirements for use of face coverings where recommended in Guidance	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households. Provide signs. Consider need for track and trace records of persons attending events. Provide social distance markers outside and advise of queuing.	A M/A M M	See National Rural Touring Forum guidance, Section 2.6

Status notes:

- ✓ Provision in place
- M Management issue
- A Advice to be issued

Revised 2 July 2020