**East Coker Village Hall**

# Risk Assessment for Village Halls – February 2022

Despite the removal of restrictions, 2m social distancing should be encouraged in less well ventilated spaces and to protect vulnerable people. Where not possible mitigation measures such as face coverings are encouraged.

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 guidance for specific activities issued by government and local authorities.
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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**

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **1/3/22** |
| **Staff, contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | 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’ is posted at both entrances and in Main Hall. Staff provided with protective aprons and gloves. Contractors provide own.** | Priority in cleaning the hall should be frequently used surfaces eg tables, sinks, handwash-basins, light switches (cloths not sprays should be used on electrical equipment). |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed. | Staff/volunteers who are clinically vulnerable or unvaccinated:  Staff or 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.  Mental stress from handling the changing situation. | **Discuss situation with staff/volunteers to identify whether provision of protective clothing, mitigation such as face coverings and cleaning surfaces before they work is sufficient to mitigate their risks.** | Staff/volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises.  Details of a person’s medical condition must be kept confidential, unless he/she agrees it can be shared.  It is important people know they can raise concerns. |

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| Social distancing still advisable with vulnerable people and those you are not in regular contact with. Risk to hirers/event organisers and to those attending the hall | Risk is people attending mingle with others they are not usually in contact with, which may spread the virus and worry other users. | **Adjust hire conditions to cover this.**  **Maintain signage.**  **Discuss hirer concerns with them, as adjustments continue to be advisable to seating arrangements.** | Event organisers should encourage respect for other people.  Think about seating arrangements and keep spaces or facing forward.  Avoid raised voices or loud music which would cause people to have to shout to be heard. |
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| Car Park/paths/ exterior areas | People drop tissues and face masks. | **Cleaner asked to check area outside doors for rubbish which might be contaminated.**  **Wear plastic gloves and remove.** | Outside areas are less risky.  Ordinary litter collection arrangements can remain in place. |
| Entrance hall and 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. Provide signage.**  **Door handles and light switches to be cleaned regularly.**  **Hand sanitiser to be provided by hall.** | Hand sanitiser at entrances needs to be checked regularly.  Empty bins regularly. |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms. | **Social distancing guidance to be observed by hirers in arranging their activities.**  **Hirers to be encouraged to wash hands regularly.**  **Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers.** | Wipes provided by the hall to be used to clean areas used by hirer. The cleaning record sheet should be completed before leaving the hall. |

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| Upholstered seating | Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently. | **Cushioned chairs with arms are reserved only for those who need them by reason of infirmity or who are clinically vulnerable Ask those moving them to wear plastic gloves.** | Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched are less of a risk.  We only have fabric chairs available so it is advised that they are wiped down, with wipes provided, after use. |
| Small meeting rooms – Dampier Room | Social distancing more difficult in smaller areas  Door and window handles Light switches  Tables, chair backs and arms. Copier, laminator, shredder. | **Recommend hirers hire larger meeting spaces and avoid use of small rooms except for small meetings.**  **Surfaces and equipment to be cleaned by hirers before use.** | Users of the Dampier room must ensure ventilation is through the room by leaving the doors open.  Surfaces should be wiped down and the cleaning record completed. |
| Kitchen | Social distancing more difficult Light switches  Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery  Kettle/hot water boiler | **Hirers are asked to maintain social distancing, especially for the vulnerable.**  **Hirers to clean all areas likely to be used, wash,**  **dry and stow crockery after use.** | Cleaning materials are made available in clearly identified location, by the kitchen sink. These are regularly checked and re-stocked as necessary. |

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|  | Cooker/Microwave | **Hirers to bring own tea towels.**  **Hand sanitiser, soap and paper towels to be provided**  **Encourage people to eat or drink when seated.** | Follow government guidance for the hospitality industry with respect to preparation and serving of food.  Food should not be touched except by the person who is eating it. Food should not be shared. |
| Storage Rooms (furniture/equipment) | Social distancing more difficult Door handles in use.  Equipment needing to be moved not normally in use | **Hirer to encourage**  **social distancing and use of hand sanitiser.** | No more that one person in a storage room at a time. |
| Indoor Toilets | Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors. | **Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.**  **Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.**  **Posters up to encourage 20 second**  **hand washing.** | Ensure soap, paper towels and toilet paper are regularly replenished. |

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| Stage | Social distancing  Lighting and sound controls | **Hirer to control access and clean as required.** |  |
| Events | Handling cash and tickets Too many people arrive | **Organisers arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves/using hand sanitiser.** | See Government Guidance for Performing Arts |

G. E.

March 2022