

HARPFORD VILLAGE HALL – RISK ASSESSMENT

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**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert notes.
<p>Volunteers and Users – Identify which situations might cause transmission of the virus and likelihood volunteers or users could be exposed</p>	<p>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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with gloves for cleaning. Hirers and Contractors provide own. Volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>Volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p>
<p>Volunteers and Users – think about who could be at risk and likelihood volunteers/users could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70. 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.</p>	<p>Discuss situation with 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.</p>	<p>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 he/she agrees it can be shared.</p>
<p>Social distancing requirements and limit on group sizes of 6 or 2 households.</p>	<p>Confusion among hirers. Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover</p>	<p>Event organisers are not expected to ask about people's domestic arrangements. But no group members should mingle, ie mix, with another group. Socially distanced, speaking only between</p>

Risk to hirers/event organisers and to those attending the hall	Risk of virus spread to all attending an activity or event, rather than one group of ≤ 6 .	this. Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.	groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.
Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Volunteers / hirers asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	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.
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 2 metre 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	Hand sanitiser needs to be checked regularly. Provide bins, in kitchen and toilet. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	
	Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
	Tables	Encourage use of small tables and seating of groups of six. 2 metre spacing.	

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 and who have been socially isolating themselves.. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	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, wash, dry and stow crockery and cutlery after use.	Cleaning materials, bin bags and paper towels to be made available in clearly identified location, in a kitchen cupboard, regularly checked and re-stocked as necessary. Consider restricting access.
	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided	
	Storage of tables / chairs	Volunteers / hirers to control number of people putting out and storing tables/chairs. Rotate use of upholstered chairs.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, 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	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

		<p>public arrive unless volunteers have precleaned out of hours.</p> <p>Posters to encourage 20 second hand washing.</p>	
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