

Clarbrough Village Hall Covi-19 Risk assessment

Risk Identified	People and area at risk	Actions to Mitigate risk	Notes
<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Volunteers, Hirers and their groups, contractors.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Volunteers provided with protective overalls and gloves.</p> <p>Contractors provide own.</p> <p>Volunteers advised to wash outer clothes after cleaning duties.</p> <p>Follow PHE guidance and PPE if deep cleaning is required.</p> <p>Hall users dispose of their own rubbish in wheelie bins at the end of each session.</p>	<p>Staff/volunteers may need guidance as to cleaning. E.g. 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>
<p>Hall users who are either extremely vulnerable or over 70.</p> <p>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>Mental stress from handling the new situation.</p>	<p>Volunteers, Hirers and their groups, contractors.</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>Hirers whose membership includes those in vulnerable category should be advised to carry out their own risk assessment and advise their members of the risks.</p>	<p>Volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>

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<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Hall users, Volunteers, public using car park/field.</p> <p>Car Park/paths/ patio/exterior areas</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Key Holders encouraged to arrive a few minutes early to open hall before session begins.</p>	
<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Risk of contamination of door handles, light switches in frequent use.</p>	<p>Hall users, volunteers.</p> <p>Entrance hall</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. One way system where users enter through main hall and leave via fire exits in main hall.</p> <p>Additional bins provided which should be emptied into outside wheelie bins after each session by hall users.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall and placed in entrance hall.</p>	<p>Hand sanitiser needs to be checked regularly.</p>
<p>Risk of contamination from door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Volunteers, hall users.</p> <p>Main Hall</p> <p>Halford Room</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	

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Contamination of curtains and blinds	Hall users and volunteers Main Hall Halford Room	Use gloves when closing or opening blinds or curtains.	
Social distancing not observed while engaging in activities.	Hall users. Main Hall Halford Room	Social distancing guidance to be observed by hirers in arranging their activities.	
Virus may remain on fabric which cannot readily be cleaned between uses. Frequent cleaning would damage fabric.	Hall users, volunteers.	Use gloves when moving chairs. Avoid touching upholstered parts of chairs with hands. Use plastic chairs stored in room to right of stage which can be cleaned easily. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	
Halford Room makes social distancing more difficult.	Hall users, Volunteers Public. Halford Room	The Halford Room should only be used for activities where social distancing can be observed, e.g. Post Office with limited numbers in at any one time.	

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<p>Social distancing more difficult in small rooms.</p> <p>Risk of contamination of door and window handles, light switches, work surfaces, sinks, Cupboard/drawer handles, fridge, crockery, cutlery, kettle, hot water boiler, cooker.</p>	<p>Hall users, Volunteers, Contractors.</p> <p>Kitchen.</p>	<p>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 and after use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels and hand towels.</p> <p>Hand sanitiser, soap to be provided.</p> <p>Hirers to bring their own food and drink.</p>	<p>Kitchen cleaning equipment and hand soap should be checked weekly, which could be carried out by cleaners on Fridays.</p>
<p>Social distancing difficult in small storage rooms. Risk of light switches and door handles being contaminated.</p>	<p>Hall users, Volunteers.</p> <p>Storage rooms at either side of the stage.</p>	<p>Hirer to control accessing and stowing equipment to encourage social distancing.</p> <p>Light switches and door handles to be disinfected before and after use.</p>	
<p>Social distancing not possible in cleaning storage. Risk of contamination of light switches and door handles.</p>	<p>Cleaners, Volunteers</p> <p>Cleaning cupboard.</p>	<p>Only one person to enter the cupboard.</p> <p>Light switches and door handles to be disinfected before and after use.</p>	

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<p>Social distancing difficult in toilets. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Hall users, Volunteers, Contractors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>All surfaces to be cleaned before and after session.</p> <p>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>Hirer should advise CDCA if supplies are running low.</p>
<p>Risk of contamination of stage curtains. Social distancing on stage.</p>	<p>Hall users Stage</p>	<p>Hirer to control access and clean as required, including curtain opening and closing mechanism.</p>	

Key:

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