

Middleton & Todridge Village Hall

Risk Assessment for reopening

Based on ACRE Sample Covid-19 Risk Assessment 5.1 17.08.20

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Users, contractors and volunteers /trustees</p>	<p>Surfaces infected by people carrying the virus. Rubbish containing tissues and cleaning cloths.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Volunteers provided with protective aprons and rubber gloves. Contractors provide their own. Major clean prior to re-opening. Staff/volunteers advised to wash outer clothes after cleaning duties. Deep cleaning premises if someone falls ill with CV-19 on the premises. Name and contact information taken of those who attend for any future track & trace purposes. Face masks by all will be required unless covered by a “reasonable excuse”. Wherever possible social distancing of 2 metres will be maintained supported by signs reminding users.</p>	<p>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.</p> <p>Ordinary cleaning products are advised.</p> <p>Contact information held for a maximum of 3 weeks.</p>
<p>Users, contractors and volunteers /trustees</p>	<p>People 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. Mental stress from handling the new situation.</p>	<p>Discuss situation with volunteers/contractors 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 trustees and volunteers to see if arrangements are working. Covid Response kit* in labeled black box in supper room & isolation for victim & carers in supper room. Gloves, masks and aprons to be readily available in kitchen.</p>	<p>Trustees/ volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>Encourage people to raise any concerns.</p>

Table Tennis	Difficulty of maintaining social distancing and cleaning shared equipment	We would keep a careful watch on both the latest Govt and Table Tennis England's Guidelines. Players would be responsible for cleaning bats etc. Doubles would not be played.	
Exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Notices of 2 metre waiting area outside entrance to encourage care when queuing to enter. Bollards placed to mark space. Regular checking of area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Plastic gloves and masks provided.	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 lobby/corridors	Possible "pinch points" and busy areas where risk is higher because social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Pinch points/busy areas identified for each use. One-way flow routes signed. Door handles and light switches to be cleaned regularly. Wall mounted hand sanitisers provided at entrance and exit. Traditional fabric towels removed and replaced by paper towel dispensers in all 4 toilets together with waste bins.	Check hand sanitisers and empty bins regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Screen, curtains, blinds, displays. Social distancing not observed. Items brought in by hirers.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Social distancing guidance to be observed by hirers in arranging their activities. Users to be encouraged to wash hands regularly and also clean brought-in equipment/materials.	All hires will be expected to complete a Risk Assessment

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 – chairs and table tennis tables/equipment.	Cushioned chairs with arms are reserved for those who need them by reason of infirmity and who have been socially isolating themselves. Try to maintain a 72 hr interval between use. 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.	
Supper room	Social distancing more difficult in smaller areas Door and window handles, Light switches, blinds. Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Recommend hirers hire main hall if gathering is more than 6 people. Surfaces and equipment to be cleaned by hirers before use or by hall volunteers. Rooms with carpeted floors not hired for keep fit type classes.	Consider using hatch from kitchen to help avoid pinch points in corridor.
Kitchen	Social distancing more difficult. Door and window handles, light switches. Working surfaces, sinks, cupboard/drawer handles, crockery/cutlery, kettles and water boiler. Cooker/Microwave	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Consider restricting access to kitchen to one person at a time. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. 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.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.
Storage Rooms in new extension	Social distancing more difficult. Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	

Toilets	Social distancing difficult. Surfaces in frequent use -door handles, light switches, basins, toilet handles, seats etc. Baby changing platform. surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Consider occupied/vacant signs. Hirer to clean all surfaces etc before visitors arrive. Posters to encourage 20 sec. hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Stage sections/curtains	Could pose a risk if regularly handled	Likely to be stored away but if used stage sections to be cleaned if 72 hour lapse not possible. Black curtains behind stage to be kept in storage.	
Events	Handling cash and raffle tickets. Too many people arrive at one time.	Arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled wearing gloves. Similarly for raffle ticket sellers and heads & tails.	Wireless connection to hall through Alncom Ltd to allow for wifi and enable card readers.

* **Covid -19 Response Kit** containing:

Face Shield

3 packets (A,B,C) each containing disposable gloves, mask & bag for victim, responder and cleaning up

Liquid handwash, Antibacterial hand gel, Pack of tissues, Pack of wipes, 2 back plastic bags for disposal

Laminated sign: Covid-19 Response Kit