

## COVID-19 RISK ASSESSMENT FOR RE-OPENING ROTHERFIELD VILLAGE HALL

Area or people at risk	Risk identified	Actions to mitigate risk	Notes
<p>Hirers, trustees and contractors –Hiring, work activity or other situations that might cause transmission of the virus and possibility that hirers, trustees and contractors could be exposed.</p>	<p>Surfaces infected by hirers, trustees and contractors carrying the virus. Disposal of rubbish containing tissues and cleaning cloths. Deep cleaning the hall if someone falls ill with Covid-19 in the hall. Hirers, trustees and contractors vulnerability to infection.</p>	<p>Stay at home guidance if unwell posted at entrance and in hall. Contractors provide their own protective clothing. Cleaning contractor could be appointed in the event deep cleaning is required following contamination.</p>	<p>Hirers, trustees and contractors may need guidance about cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants to avoid possible damage.</p>
<p>Hirers, trustees and contractors – those who could be at risk and possibility that trustees could be exposed.</p>	<p>Hirers, trustees and contractors who are either extremely vulnerable or unvaccinated. Hirers, trustees and contractors carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the hall.</p> <p>Mental stress from handling the new situation.</p>	<p>Hirers, trustees and contractors in the vulnerable category are advised to take appropriate precautions including face coverings, surface cleaning and social distancing.</p> <p>Hire conditions revised accordingly.</p> <p>Talk with trustees and contractors regularly to see if arrangements are working.</p>	<p>Hirers, trustees and contractors will need to be warned immediately if someone is tested positive for Covid -19 who has been in the hall.</p> <p>It is important people know they can raise concerns.</p>

<p>Car park &amp; footpaths</p>	<p>People drop tissues and face masks.</p>	<p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear protective gloves and remove.</p>	<p>Lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide protective gloves.</p>
<p>Entrance lobby/toilets/Parish Council room/switch room/corridor to store room &amp; Lingen Watson room</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles and light switches in frequent use.</p>	<p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided throughout hall. Corridors and toilets are main ‘pinch points’.</p>	<p>Hand sanitiser needs to be checked regularly.</p> <p>Provide bin bags in main hall and Covid 19 Secure Area. Empty regularly.</p> <p>Lingen Watson room is Covid 19 Secure Area and not available for hire.</p>
<p>Main hall, Parish Council room and Lingen Watson room</p>	<p>Door handles, light switches, window catches, tables, chairs (seats, backs and arms). Soft furnishings which cannot be readily</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be</p>	<p>Hall to provide cleaning materials.</p>

	<p>cleaned between use.  Projection equipment, screen, window curtains, commemorative photos and displays.  Social distancing to be observed.</p>	<p>cleaned regularly by hall cleaner and by hirers before and after each hiring.  Social distancing guidance to be observed by hirers in arranging their activities.  Hirers to be encouraged to wash hands regularly. Hand sanitiser to be provided throughout hall.</p>	<p>Hand sanitiser needs to be checked regularly.  Lingen Watson room not available for hire.</p>
Upholstered seating	<p>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 more frequently.</p>	<p>Advice suggests fabric unlikely to retain virus. Plastic chairs available as alternative.  Hirers to clean chairs before and after use.  Hall to provide cleaning materials.</p>	<p>Fabric chairs available for use. Plastic chairs available as alternative.</p>
Parish Council & Lingen Watson rooms	<p>Social distancing more difficult in smaller areas  Door and window handles. Light switches  Tables, chair seats, backs and arms.  Floors with carpet less easily cleaned.</p>	<p>Parish Council room to be subject to standard cleaning requirements.  Lingen Watson room not available for hire.</p>	
Kitchen & bar	<p>Social distancing more difficult. Door and window handles. Light switches  Working surfaces, sinks, cupboard</p>	<p>The kitchen and bar equipment, cutlery, crockery and surfaces to be cleaned</p>	<p>Cleaning requirements are set out in the special conditions of hire.</p>

	<p>and drawer handles. Fridge and freezer.</p> <p>Crockery/glassware/cutlery/kettle/hot water boilers. Cookers and microwave.</p>	<p>by hirers before and after use; the dishwasher is available if required. Hirers should provide their own tea towels for drying crockery and cutlery. Alternatively, hirers may wish to bring their own food and drink.</p>	<p>Follow advice of Wealden Council's Environmental Health Officer.</p>
Store cupboards	<p>Social distancing not an issue for single user. Door handles.</p>	<p>Public access not required. Cleaner to decide frequency of cleaning.</p>	
Store rooms (equipment)	<p>Social distancing more difficult. Door handles. Equipment needing to be moved for use by hirers.</p>	<p>Hirers to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Consider whether re-arrangement or additional trolleys will facilitate social distancing.</p>
Indoor toilets	<p>Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control use of toilets limited to one person at a time for more vulnerable users. Hall to clean regularly and hirers to clean all surfaces before and after each hire.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished.</p>

Cellar (storage & boiler room)	Doors and latches, floor hatch, hand rails, light switch. Social distancing more difficult due to limited space.	Limited access by hirers. Hirers and contractors to ensure social distancing. Cleaner to decide frequency of cleaning.	
Stage	Curtains Stored equipment Lighting and sound controls. Social distancing to be observed.	Hirers to control access to ensure social distancing and clean all equipment before and after each use.	Hall to provide cleaning materials.
Events & performances	Handling cash and tickets. Too many people attend creating potential social distancing problems.	Organisers arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves.	

**April 2022**