

## 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>Hirers and all attending required to wear face coverings inside the hall. Stay at home guidance if unwell posted at entrance and in hall. Trustees provided with protective overalls and gloves for any cleaning or maintenance work. Contractors provide their own protective clothing. Trustees advised to wash outer clothes after cleaning duties. 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 over 70. 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>Hirers, trustees and contractors in the vulnerable category are advised not to attend the hall for the time being. Discuss situation with hirers and trustees over 70 to identify whether cleaning surfaces before they attend is sufficient to mitigate their risks, or whether they should</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. Details of personal details must be kept confidential unless the person agrees they can be shared.</p>

	Mental stress from handling the new situation.	<p>cease attendance for the time being.</p> <p>Talk with trustees and contractors regularly to see if arrangements are working.</p>	It is important people know they can raise concerns.
Car park & footpaths	<p>Social distancing not observed as people congregate before entering the hall.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Add warning tape to doors to encourage care when queueing to enter.</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>Possible safety issue with vehicles manoeuvring which may require supervision by hirers.</p> <p>Ordinary litter collection arrangements can remain in place. Provide protective gloves.</p>
Entrance lobby/toilets/Parish Council room/switch room/corridor to store room & Lingen Watson room	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles and light switches in frequent use.</p>	<p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided throughout hall. Identify "pinch points" and busy areas. Mark out 2 metre spacing in entrance lobby and display floor signs. Create entry and</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide bin bags in main hall and Covid 19 Secure Area. Empty regularly.</p> <p>Parish Council (Covid 19 Secure Area) and Lingen Watson rooms not</p>

		exit system at main entrance and provide signage.	available for hire.
Main hall, Parish Council room and Lingen Watson room	<p>Door handles, light switches, window catches, tables, chairs (seats, backs and arms).</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment, screen, window curtains, commemorative photos and displays.</p> <p>Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned regularly by hall cleaner and by hirers before and after each hiring.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly. Hand sanitiser to be provided throughout hall.</p>	<p>Fabric chairs not to be used. Plastic chairs only to be used.</p> <p>Hall to provide cleaning materials.</p> <p>Window curtains to remain open to avoid touching.</p> <p>Hand sanitiser needs to be checked daily.</p> <p>Parish Council (Covid 19 Secure Area) and Lingen Watson rooms not available for hire.</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use.</p> <p>Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched more frequently.</p>	<p>Fabric chairs not to be used. Plastic chairs only to be used.</p> <p>Hirers to clean chairs before and after use.</p> <p>Hall to provide cleaning materials.</p>	<p>Only plastic chairs. Fabric chairs to be stored out of use.</p>
Parish Council & Lingen Watson rooms	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles. Light switches</p> <p>Tables, chair seats, backs and arms.</p>	<p>Parish Council (Covid 19 Secure Area) and Lingen Watson rooms not available for hire.</p>	

	Floors with carpet less easily cleaned.		
Kitchen & bar	Social distancing more difficult. Door and window handles. Light switches Working surfaces, sinks, cupboard and drawer handles. Fridge/freezer. Crockery/glassware/cutlery/kettle/hot water boilers. Cookers and microwave.	Kitchen and bar not to be available for use for time being and no entry permitted. Encourage hirers to bring their own food and drink.	Signage to be displayed. Use of kitchen and bar to be reviewed in due course.
Store cupboards	Social distancing not an issue for single user. Door handles.	Public access not required. Cleaner to decide frequency of cleaning.	
Store rooms (equipment)	Social distancing more difficult. Door handles. Equipment needing to be moved for use by hirers.	Hirers to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor toilets	Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Use of toilets limited to one person at a time. Hall to clean regularly and hirers to clean all surfaces before and after each hire.	Signage to be displayed. Ensure soap, paper towels, tissues and toilet paper are regularly replenished.

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.	Keep stage curtains open and out of reach to help avoid hirers touching them. 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. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves.	