**Nympsfield Village Hall Risk Assessment, Document 2**

Items in RED are mandatory based upon Government advice Items in blue are recommended Items in Green need to be considered

|  |  |  |  |
| --- | --- | --- | --- |
| Area or People at Risk | Risk Identified | Actions to take to mitigate risk | Date completed/notes |
| Staff and volunteers | 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. | Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. | Aprons being provided instead of overalls.  Staff Training date: September 2020.  Cleaning regime discussed with Marie.  Committee member notified (by involvement and copies of COVID-19 paperwork) Date: September 2020  Cleaning guidance given to hirers: To be uploaded to website with Special COVID-19 Conditions (“SCC”).  Poster in entrance: COVID-19 Secure poster to be put up before first use after re-opening. |
| Staff and volunteers  Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall. | Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out 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  Risk is people attending mingle with others they are not usually in contact with, which may spead the virus if carrying it and worry other users.  Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle. | Staff in the vulnerable category are advised not to attend work for the time being.  Discuss situation with staff/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.  **Adjust hire conditions to cover this.**  **Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements.** | System to warn Cleaner/trustees immediately if someone is tested positive for covid-19 who has been on the premises: Covered by SCC 13 and cleaner to notify the booking officer or (if not available) other committee member.  Committee members (including some over 70 and/or in the vulnerable category) are aware of the position  It is important people know they can raise concerns.    SCC covers recommendations on social distancing and steps to avoid people needing to unduly raise the voices. |
| Car park exterior | Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues. | Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.  Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove | Posters requesting 2 metre distancing and not gathering: 2 metre distancing signs to be put up before first use after re-opening.  Mark out 2 metre spacing outside and in corridor: Not considered appropriate or practical in the circumstances and the posters and SCC should be sufficient.  Cleaning schedule to be amended in relation to checking for and removing such outside rubbish. |
| Entrance hall/lobby/corridors | “pinch point” and busy area by toilets 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 | Fit hand sanitisers in corridor: Done August 2020.  See above regarding marking out.  SCC to specify actions required: Now prepared and to be uploaded to website.  Hirer cleaning schedule: Prepared and uploaded to website.  Posters: Various recommended posters prepared or in the course of preparation and to be put up before first use after re-opening. |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms  Soft furnishings which cannot be readily cleaned between use.  Social distancing to be observed  Ventilation | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers 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 removal of curtains; “Not to Touch” sign to be put up before first use after rep-opening.  SCC: Prepared to cover hirer cleaning and social distancing and to be uploaded to the website.  Hirer cleaning requirements: Schedule prepared and to be uploaded to the website.  Posters re social distancing and washing hands to be put up as above.  Hirer instructions of ventilation requirements: Covered by SCC5 and D7 Ventilation |
| 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 Cooker/Microwave | **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. 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.** | Space to be used for COVID-19 Patient: Provided and shown on drawing accompanying SCC.  Hand towels are not provided.  Hand sanitiser, soap and paper towels are provided.  Cleaning materials are made available in clearly identified location, in a box as shown in document D10. It is regularly checked and re-stocked as necessary. |
| Events | Too many people arrive | Performances to be limited and agreed with Village Hall Trustees before booking event | SCC cover by imposing maximum numbers of users and to be addressed further if hire for “performances” is proposed. |
| Indoor Toilets | Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.  Baby changing and 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 public arrive unless staff have precleaned out of hours.**  **Consider engaged/vacant signage and posters to encourage 20 second**  **hand washing.** | Notices displayed stating one person to use toilet at any one time.  SCC cover use of toilet.  SCC covers hirer cleaning schedule before and after hire.  Paper towels and soap provided.  Restocking undertaken by cleaner. |