

# Edstaston Village Hall COVID-19 Risk Assessment (October 2020 Version 2)

This Covid-19 Risk Assessment has been done by the Edstaston Village Hall Committee following ACRE (Action with Communities in Rural England) and government guidelines to enable Edstaston Village Hall to re-open while controlling the risks to people who use the hall and are involved in its maintenance and upkeep.

This risk assessment will be displayed on the hall's noticeboard and in a COVID-19 folder on the kitchen counter as well as being emailed to anyone booking the hall. It will be reviewed as government advice is revised or updated.

The potential mitigations are in three categories colour coded as follows:

**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**

Important Notes:

1. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
2. This document is not intended to be comprehensive and it is not a substitute for independent professional and/or legal advice.

Area or People at Risk	Risk Identified	Actions To Take To Mitigate Risk	Insert Date Completed And Any Notes.
<b>Users, cleaner, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood of exposure.	<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>Contact tracing of anyone falling ill after an event.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Cleaner/users advised to wash outer clothes after cleaning duties.</p> <p>Door handles/light switches/surfaces to be cleaned by users before and after activity and by hall cleaner between bookings.</p> <p>PHE guidance will be given in the event deep cleaning is required.</p> <p>Users to bag and take away own rubbish.</p> <p>Covid-19 information posters displayed including EVH QR code for contact tracing</p> <p>Manual collection of details of those attending MUST be done by hirers.</p>	<p>Updated July 2021 - ongoing</p> <p>Cleaner/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectant. Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>

<p><b>Users/cleaner/contractors and volunteers</b> – Think about who could be at risk and likelihood they could be exposed.</p>	<p>Those who are either extremely vulnerable or over 70.</p> <p>Users/cleaner/contractors and volunteers carrying out cleaning, caretaking or any 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>Those in the vulnerable category are advised not to attend Village Hall.</p> <p>Discuss situation with cleaner/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>Talk with cleaner and volunteers regularly to see if arrangements are working.</p>	<p>Updated July 2021 - ongoing</p> <p>Cleaner and 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 cleaner/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p><b>Car Park/Paths/Exterior Areas</b></p>	<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>Cleaners to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p> <p>Catch It, Bin It, Kill It posters displayed.</p> <p>Hirer to remove bin bags used at their event.</p>	<p>Updated July 2021 - ongoing</p> <p>Hand sanitizer needs to be provided &amp; checked regularly.</p> <p>Provide more bins, provide bin bags.</p>
<p><b>Entrances/Corridors</b></p>	<p>This is a pinch point so social distancing may not be observed in this confined area.</p> <p>Door handles/light switches/surfaces.</p>	<p>Social distancing and COVID-19 SAFETY posters displayed in entrance and corridor.</p> <p>Door handles/light switches/surfaces used, to be cleaned by users before and after activity and by hall cleaner between bookings.</p> <p>Hand sanitiser, cleaning materials etc to be provided at hall entrance.</p> <p>Only 1 person allowed in each of ladies, gents and kitchen at one time</p>	<p>Updated July 2021 - ongoing</p> <p>Help us keep Edstaston Village Hall and you safe from Covid-19 poster displayed</p> <p>Hand sanitiser needs to be checked regularly.</p> <p>Provide bins/plastic bags in kitchen and toilets.</p> <p>Notice on toilet and kitchen doors saying only one person at a time</p>

<b>Main Hall</b>	<p>Door handles, light switches, window catches, tables.</p> <p>Social distancing may not be observed.</p>	<p>Door handles/light switches/window catches/tables/chairs/surfaces and other equipment used, to be cleaned by hirers before and after activity. And by hall cleaner between bookings.</p> <p>Social distancing reminders displayed.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to clean hands regularly.</p> <p>Hand sanitiser, cleaning materials etc to be provided in plain view.</p>	<p>Updated July 2021</p> <p>Provide hand sanitiser and disinfectants/paper towel</p>
<b>Upholstered Seating</b>	<p>Virus may remain on fabric.</p> <p>Metal parts are more likely to be touched when moving chairs</p>	<p>Antibacterial fabric spray left in hall for cleaning of upholstery on chairs</p>	<p>Updated July 2021 - ongoing</p>
<b>Bar Area</b>	<p>Social distancing more difficult in smaller areas.</p>	<p>Bar area to be put out of bounds.</p>	<p>Updated July 2021 - ongoing</p>
<b>Kitchen</b>	<p>Social distancing more difficult.</p> <p>Door and window handles, light switches, working surfaces, sink, cupboard, drawer handles.</p> <p>Crockery, cutlery, kettles, hot water boiler, cooker,</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Use of crockery and cutlery available to be limited to 20 sets. Only certain cupboards and drawers labelled with "CROCKERY" and "CUTLERY" to be used</p> <p>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.</p> <p>Hand sanitiser, cleaning materials, bin bags to be provided.</p> <p>Hall cleaner to clean kitchen between bookings.</p>	<p>Updated July 2021</p> <p>Notice on kitchen door advising only 1 person allowed in kitchen at a time.</p> <p>"Do not open" notices on kitchen cupboards and drawers to discourage touching</p>

<b>Toilets</b>	<p>Social distancing difficult.</p> <p>Surfaces in frequent use i.e. door handles, light switches, basins, toilets seats and handles, mirrors etc.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces likely to be used before and after use. And by hall cleaner between bookings.</p> <p>Hand sanitiser, cleaning materials, bin bags to be provided – hirer to remove bin bags after event.</p> <p>Hall cleaner to clean toilets between bookings.</p>	<p>Updated July 2021</p> <p>Notice on toilet doors advising only 1 person allowed in ladies and gents toilets at a time.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished</p>
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