

## Covid 19 Risk assessment for the reopening of Marnhull Village Hall

Colour coding is as follows:

Red – Actions based on Government advice [i.e. should be considered mandatory]

Orange – Actions that are strongly recommended.

Green - Actions that might be considered

Area at risk	Risk Identified	Actions to take to mitigate risk	Notes
<b>Staff and volunteers</b> Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people who are carrying the virus. Disposing of rubbish containing tissues and cleaning cloths Deep cleaning of the premises if someone falls ill with the virus.	<b>Staff/volunteers provided with protective overalls and plastic or rubber gloves.</b> <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b> <b>Staff given PHE guidance and PPE for use in the event that deep cleaning is required.</b> <b>Stay at home guidance at entrance and in main hall</b>	Staff/volunteers may need guidance as to cleaning. Use cloths on light switches and electrical appliances which could be damaged with spray disinfectant.
<b>Staff and volunteers</b> Think about who could be at risk and likelihood that staff/volunteers could be exposed.	Staff/volunteers are extremely vulnerable or over 70. Staff/volunteers carrying out cleaning tasks etc could be exposed if a person carrying the virus has entered the premises or falls ill.	<b>Vulnerable staff are advised not to attend work.</b> <b>Decide if volunteers over 70 years should wear protective clothing or not enter the building for the time being.</b>	Staff/volunteers will need to be warned immediately if someone testing positive for Covid 19 has been on the premises. The person's medical condition must be kept confidential unless s/he agrees it can be shared.
Car Park, paths, exterior areas.	If social distancing is not observed as people congregate before entering the hall. Parking area is too congested to allow social distancing People drop tissues	<b>Mark out 2 metre waiting area outside the entrance with tape to encourage care when queuing.</b> <b>Cleaner asked to check area outside for rubbish which might be contaminated.</b> <b>Wear rubber gloves and remove.</b>	Outside areas are advised by government to be less risky; the main risk is where people congregate. Ordinary litter collection arrangements will suffice.
Entrance Hall	Social distancing is not observed in a	<b>Identify 'pinch points and busy areas.</b>	Sanitiser needs to be checked

	<p>confined area. Identify 'pinch points' and busy areas.</p> <p>Door handles, light switches in frequent use..</p>	<p><b>Consider marking 2m spacing in the entrance area. Provide signage. Create a one way system and provide signage?</b></p> <p><b>Door handles and light switches to be cleaned regularly.</b></p> <p><b>Hand sanitiser to be provided by the hall if necessary</b></p>	<p>regularly.</p> <p>Provide more bins in the entrance hall. Empty regularly</p>
Main Hall	<p>Door handles</p> <p>Light switches</p> <p>Window catches</p> <p>Tables, chair backs and arms</p> <p>Soft furnishings cannot be cleaned between uses.</p> <p>Projection equipment screens.</p> <p>Window curtains pictures, displays.</p> <p>Social distancing to be observed according to government guidelines.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other items Used, to be cleaned by the users before and after use.</b></p> <p><b>Projection equipment is hirer's responsibility</b></p> <p><b>Social distancing to be observed by hirers in arranging their activities.</b></p> <p><b>Hirers to be encouraged to clean hands regularly.</b></p> <p><b>Hirers to keep a list of attendees and keep it for 21 days</b></p>	<p>Consider removing curtains and any items which are difficult to clean and likely to be touched by the public.</p> <p>Provide sanitiser.</p>
Kitchen	<p>Social distancing more difficult.</p> <p>Door and window handles.</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard and drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/microwave</p>	<p><b>Hirers to be asked to control numbers so as to ensure social distancing especially for those over 70.</b></p> <p><b>Hirers to clean all area likely to be used before use; wash, dry, stow crockery and cutlery after use.</b></p> <p><b>Hirers bring own tea towels.</b></p> <p><b>Hand sanitiser to be provided.</b></p> <p><b>Hirers bring their own food and drink</b></p>	<p>Cleaning materials to be made available in clearly identified location and checked regularly and restocked as necessary.</p> <p>Hirers bring own food and drink.</p> <p>Consider closing kitchen if not required or restricting access.</p>
Store cupboards [caretaker]]	<p>Social distancing not possible.</p> <p>Door handles, light switch</p>	<p><b>Public access unlikely to be required.</b></p> <p><b>Caretaker to decide frequency of cleaning.</b></p>	

Storage Rooms [furniture and equipment]	Social distancing more difficult. Door handles. Light switches. Equipment needing to be moved including that not normally in use.	<b>Hirer to clean before use. Hirer to control accessing and stowing equipment so as to encourage social distancing.</b>	Decide whether additional trolleys or rearrangement will facilitate social distancing.
Toilets	Social distancing difficult. Door handles. Light switches. Basins. Baby changing and other surfaces. Mirrors Toilet pans/seats/urinals.	<b>Hirer to control numbers accessing toilets at one time with particular attention to vulnerable users.</b> <b>Hirers to clean all surfaces before public arrive unless staff has precleaned out of hours.</b> <b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished.
Stage	Curtains Social distancing Lighting and sound controls	<b>Tie back curtain back out of reach if hirers are likely to touch them.</b> <b>Hirer to control access and clean as required.</b>	

Upholstered seating	The virus may remain on fabric. It cannot be readily cleaned between use and frequent cleaning may damage the fabric. Metal parts can be cleaned and are more likely to be touched when moving them.	<b>Any cushioned chairs with arms should be kept for those who need them by reason of infirmity.</b> <b>Clean metal/plastic parts regularly touched.</b> <b>Rotate use of upholstered chairs. Ask those moving them to use plastic gloves. Avoid anyone touching without rubber gloves.</b> <b>Rotate the use of upholstered chairs. Those moving them to wear rubber /plastic gloves.</b>	
Boiler Room	Door handle, light switch. Social distancing not possible	<b>Public access not likely. Cleaner to decide frequency of cleaning.</b>	
Pavilion and changing rooms	Door handles and light switches. Benches hangers etc	<b>Establish frequency of cleaning with the hirer and provide signage.</b> <b>Toilet areas as already stated.</b>	Hirers must follow FA and ECB guidelines.

Events	Handling cash. Too many people arrive at once.	<p><b>Numbers attending to be in accordance with government guidelines.</b></p> <p><b>Organisers arrange on line payments and cashless payments as far as possible. For performances seats to be limited according to government guidelines, booked in advance with 2 seats between household groups.</b></p> <p><b>Activity groups [keep fit etc] to be socially distanced.</b></p> <p><b>A list of attendees must be kept.</b></p> <p><b>Cash payments/donations to be handled by one individual wearing gloves.</b></p>	