**COVID-19 RISK ASSESSMENT FOR RE-OPENING FRADLEY VILLAGE HALLS – AUGUST 2020**

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| **Area or People at Risk**  | **Risk identified**  | **Actions to take to mitigate risk**  | **Insert Date completed and any notes.**  |
| **Staff, contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed  | 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.**  | Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.  |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed.  | Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, 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.  | **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. Provide screen for any reception office.**  | Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.  |
|   |   | **Talk with staff, trustees and volunteers regularly to see if arrangements are working.**  |   |
| **CAR PARK/PATHS/EXTERIOR AREAS**  | Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. Cars park to front of one way exit doors.People drop tissues.  | Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Fit new sign identifying not to park in front of doors. Cone off a section of car park to keep exit area clearCleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove**.**  | Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.  |
| **ENTRANCE HALL / LOBBY /CORRIDORS** | One way system required to prevent problems with social distancing especially where people arrive and leave at same time.Possible crossing at exit and entry of toilets off foyer and corridor.Congestion on exit for groups releasing children to parents at exit and busy areas where risk is social distancing is not observed. Door handles, thumb lock to main entrance door, light switches in frequent use. Meeting regulations to minimize Covid 19 infection | **One-way system marked up with signage with hall entrance continuing to be used for entry to facility. Exit via double fire doors opposite servery door.****Hirers to be asked to discourage visitors queuing in the entrance hall** **Marker tape and social distance markers to be used on floor** **Contact points and all frequent touch points to be sanitised between hires by cleaning company.** **Hand sanitiser to be provided by hall at entry and exit hall.**Public information notice on door to make it clear that anyone who is unwell or Face coverings to be worn by all visitors unless it is to take part in a few activities where there use is not requiredPosters a Catch it bin it kill it posters | Regular checks that signage remains in tact.Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.  |
| **MAIN HALL**  | Door handles, light switches, window catches, heating controls, Blue tooth reset button | **Door handles, light switches, window catches, tables, chairs and other equipment used to be sanitised cleaned by hall cleaners between hires**  |   |
|   | Soft furnishings which cannot be readily cleaned between use. Social distancing to be observed | **Removal of all curtains and decorative tapestries. Items to be stored for foreseeable future. Fire door blinds have been retracted and all hirers informed not to touch them.****Numbers permitted in the hall to be restricted to facilitate social distancing.****Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.**  |  |
| Upholstered seating Plastic ChairsLimited supply of plastic chairs to be stored in stacks on the perimeter of the hall  | Virus may remain on fabric. Cannot readily be cleaned between use.Possible contamination to common touchpoint areas on backs and seats during moving.  | All such chairs to be stored away from public use.**Hirers to be told that any chairs used during hire of hall to be left to front of stage area at the end of the hire period for cleaning before next hire. Exception that if partition used any chairs used to be kept to the front of servery counter for cleaning.** |   |
| Tables | Limited tables available for use during hire | Table used to be cleaned between hires | Minimum numbers agreed with hirer Number of available furniture  |
| Partition Wall  | Possible contamination when in use from contact | Key to be removed and hirers informed not available for use.Exceptional circumstances when use is agreed with the booking secretary Key will be released and partition to be let up and fully cleaned from floor to potential contact height level on both sides and edges by cleaners and key cleaned, removed and stored from public access |  |
| Stage | Access to be withdrawn for foreseeable future  | Access doors to be locked and stairs from hall floor lifted left on stage. Stage access to be roped off  | Stage curtains as detailed above have been removed. |
| Ventilation | Windows and doors left unlocked | To meet the requirements for ventilation hirer to open windows and doors. Pole for high level windows to be made available. Windows in the front glazed area may be opened to improve circulation at lower level. Hirer may also open fire doors if they wish to do so. Hirer needs to close all windows and doors are properly closed at the end of the hire and the premises left secure. Window pole to be set aside for cleaning on front edge of stage.  | Heating periods will need to be extended and to ensure hirers are warm enough in sessions.Look at circulation via extractor on stage rear elevation. |
| **MEETING ROOM** | Social distancing more difficult in smaller areas Door handles, light switches, window catches, heating controls. No chairs and tables to be left out to minimize cleaning between hiresCarpet flooring less easily cleaned.  | **Recommend hirers hire larger meeting spaces.****Surfaces to be sanitised cleaned by hall cleaners between hires** **Flooring awaiting fitting date for LVT finish. Use of this space will be generally for regular hirers needing additional space to meet social distancing**  | Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.   |
| Upholstered seating Plastic ChairsAnd tables | Virus may remain on fabric. Cannot readily be cleaned between use.Possible contamination to common touchpoint areas on backs and seats during moving.  | All such chairs to be stored away from public use.**Chairs and tables will be moved into space by agreement if required with gloves to minimise contamination. Contact points of chairs and tables to be cleaned after hire by cleaners and returned to store.** |  |
| **KITCHEN / (ISOLATION ROOM)** | Not to be available for use as a Kitchen for the foreseeable future and will be the Covid Isolation RoomContamination | **Hirers to be informed of the fact that this space is only to be used for isolation of person taken ill with suspected Covid. Hirers to be informed of provisions in place for its use.****Entry to this room will be taped so that it is evident whether someone has gained access.****Cleaners to maintain regular clean of this space but do not need to enter this space daily as it is not to be entered except in certain circumstance. If Member of committee or volunteer needs to access this space then they must sanitise all contact touch points**  |  |
|  | Plastic Chair, Covid First Aid kit, Antibacterial spray for decontaminationInstructions for procedure and notification of a Covid occurrence | **Weekly check to ensure all is in place** |  |
| **SERVERY** | Social distancing more difficult Door handles, Light switches Working surfaces, sinks.  | **Restricted access. Hirers are to be encouraged to ask their visitors to bring their own food and drinks rather than use these facilities.****Basic cleaning equipment to be made available on the floor beneath the servery counters for the hirer to use if required. Hirer to**Basic cleaning materials are available in container to side of sink, regularly checked and re-stocked as necessary.**Hirers to bring own tea towels.** **Hand sanitiser, soap and paper towels to be provided**  |  |
| **STORE CUPBOARDS** **(Village hall used stores - cleaner etc)**  |  |  |   |
| **STORAGE ROOMS** **(furniture/equipment)**  | Social distancing not possible Door handles, light switch  | **Public access unlikely to be required. Cleaner to decide frequency of cleaning.**  |   |
| **TOILETS**  | Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use  | **Upholstered chairs not to be used unless 72 hours quarantine completed from last use. Sufficient contents to ensure rotation of such equipment on the lower occupancy rate. Contact touch points to be cleaned after access by cleaner or hall Volunteer (competent and trained in moving furniture)****All equipment used, handles switches and contact touchpoints to be sanitised at the end of accessing furniture and /equipment**  | .  |
| **BOILER ROOM**  | Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.Toiletry Supplies Pedal bins for paper towels and sanitary use  | **Locks with Engaged/vacant signage fitted to all foyer access to restrict numbers accessing w.c to meet social distancing rules.****All frequent touch points to be sanitised prior to hire. Hirer to be responsible for any interim cleaning that may be required during the hire period.****Posters to encourage 20 second hand washing displayed.** **Anti-bacterial** soap in dispensers, paper towels, tissues and toilet paper are regularly checked and replenished as part of the pre hire visit.Regularly emptied as part of the pre hire cleaners visit. |  |
| **EVENTS**  | Door handle, light switch Social distancing not possible  | **Public access unlikely. Cleaner to decide frequency of cleaning.**  |   |
|  | No immediate plans to permit event and party bookings at this point in time.Consideration of future bookings possibly from late October with appropriate social distancing and satisfaction hirers have appropriate risk assessment plans Handling cash and tickets Too many people arrive  | **Numbers to be restricted to ensure adequate social distancing. Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.** **Cash payments/donations to be handled by one individual wearing gloves.**  |  |