

Priston Village Hall Covid-19 Risk Assessment

People/area at risk	Risk identified	Actions to take to mitigate risk	Notes
Identify what work activity or situations might cause transmission of the virus and likelihood that Volunteers 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.	Stay at home guidance if unwell on posters on doors. Provide PPE and plastic or rubber gloves. Everyone to wear a mask in the hall unless eating/drinking or undertaking allowed exercise. Advise Volunteers to wash outer clothes after cleaning duties. Enter all cleaning activity in Cleaning Log.	Volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants. Have Cleaning Log available in the kitchen to be completed by Volunteers and Hirers. Consider deep cleaning process.
Think about who could be at risk and likelihood that Volunteers could be exposed.	Volunteers who are either extremely vulnerable or over 70. Volunteers carrying out cleaning, care-taking or maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Consider mental stress from handling a new situation.	Discuss situation with over 70s to identify whether provision of protective clothing and cleaning surfaces is sufficient to mitigate their risks, or whether they should cease such work for the time being.	Volunteers will need to be warned immediately if someone itests positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the person agrees it can be shared. It is important people know they can raise concerns.
Car Park /exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	Put posters outside all entrances to remind people to social distance. Check area outside doors for rubbish which might be contaminated e.g. tissues to be cleared.	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 with plastic gloves provided.

Entrance porch, kitchen and toilets	Possible "pinch points" and busy areas where risk is that social distancing is not observed in a confined area.	Identify "pinch points" and busy areas. Create one-way system for entry and exit doors and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be available.	Hand sanitiser points need to be checked regularly. Provide bins in entrance and exit areas and empty regularly. Posters about hand-washing and disposal facilities in toilets.
Main Hall	Door handles, light and heater switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Screen, curtains and pictures. Social distancing is not observed as people congregate.	Door handles, light switches, window catches, tables, chairs and equipment to be cleaned by hirers before their event. Cleaning to be recorded. No more than 30 people to be in the hall for any event (8 plus leader for approved exercise). Ensure individuals and household groups maintain social distancing when seated or standing.	Use plastic gloves to move cushioned chairs and rotate their use where possible. Provide hand sanitiser points and posters to remind about social distancing. No loud music or sharing of equipment. Leave doors and windows open where possible but close when event ends.
Kitchen	Social distancing more difficult. Door and window handles, light and heater switches, working surfaces, sink, cupboard and drawer handles, fridge, crockery and cutlery. Kettle, hot water boiler, cooker, microwave and electric meters. Serving refreshments or catering services.	Hirers/Volunteers are asked to control numbers using kitchen, especially those over 70 and to clean all surfaces and equipment before use. If you wish to offer catering allow individuals or family groups to come to the serving table one at a time. Wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels.	Cleaning materials to be available in a marked box in the kitchen. No more than 3 people to use the kitchen at any time. For minimal refreshments consider asking attendees to bring or make their own food and drink. Covid-19 First Aid Box in kitchen in case of Covid-19 illness during an event.

Store and freezer cupboard	Social distancing not possible. Door handles, light switch, freezer, cleaning equipment.	Hirer/Volunteers to clean equipment required before use. Hirer to control the access and storage of food in the freezer and use of cleaning equipment.	
Toilets	Social distancing difficult. Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirers/Volunteers to control numbers accessing toilets at one time with attention to more vulnerable users. Clean all surfaces before event begins.	Ensure soap, paper towels, tissues, wipes are available. Consider limiting access to one person in each facility. Consider signage for hand washing and waste disposal.
Stage	Curtains, screen, stacked chairs. Social distancing. Lighting and sound controls.	Consider tying back stage curtains out of reach or removing them. Consider rotated use of chairs. Clean stage equipment.	Curtains could be removed and soft chairs replaced with plastic ones.
Events	Handling cash and tickets. Recording attendee details for possible Track and Trace. Too many people arrive and gather before access possible. Lack of social distancing. Poor respiratory and hand washing hygiene. For catering see 'Kitchen' section.	Organisers arrange online booking systems and cashless payments as far as possible. Cash payments and donations to be handled by one person wearing gloves. Contact details to be taken by a separate person. Seating should be limited with 2 empty seats between individuals or household groups. A maximum of 30 attendees at any event. 8 plus leader for allowed exercise. Masks must be worn by everyone unless they are eating or drinking or undertaking exercise.	Guidance for the Safe Use of multi-purpose Community Facilities: https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities .

