

Goodrich Village Hall: Covid-19 Risk Assessment – updated 06 10 20

This Risk Assessment has been written using the present Government advice and also recommendations by Action for Communities in Rural England (ACRE). The advice is subject to frequent change and every endeavour will be made to keep this Risk Assessment up to date.

The Government has made it clear that it is the Trustees responsibility to take action to mitigate risk and the hirer's responsibility to use the hall in a responsible manner using the Government advice applicable at the time of hire.

This Risk Assessment has been agreed by the Trustees and is displayed on a notice board in the entrance hall and the Village Hall website.

Area or People at Risk	Risk identified	Action taken to mitigate Risk
Hirers Volunteers Contractors.	Cleaning surfaces infected by people carrying the virus. Disposal of rubbish and cleaning cloths.	'A' frame noticeboard provided at the main entrance advising people to stay at home if unwell, to observe social distancing, wash hands regularly and to use the sanitisers. Before hiring the hall, hirers will be issued with 'Special Conditions of Hire during COVID-19' informing them how to minimise risk whilst using the hall. A similar document will be issued to Table Tennis players – 'COVID19 – Guidance to Playing Table Tennis at

	<p>Deep cleaning if someone with the virus has entered the premises.</p> <p>Occasional maintenance workers.</p>	<p>Goodrich Village Hall’. Both these documents advise that the wearing of face coverings is mandatory for everyone attending an event or activity in the hall and that they may only be removed for eating or drinking. Both documents also advise that if users are participating in an activity or exercise where face coverings would negatively impact on the ability to carry out the activity or exercise, the organiser of the event or activity must seek guidance from its governing body on whether face coverings may be removed and they must follow that guidance.</p> <p>Both documents advise that it is mandatory for hirers and VH Hall events’ organisers to ask attendees to check in with the NHS Test and Trace App on their smartphones – the VH QR code is displayed in the hall. Alternatively, organisers must keep records (name plus email or telephone number) of all attendees at events for 21 days and provide a record to NHS Track and Trace if required.</p> <p>A box labelled ‘Hirer’s Cleaning Materials is located under the kitchen sink containing gloves, masks, bin bags and cleaning materials for the use of cleaners, hirers and volunteers.</p> <p>The Special Conditions of Hire give guidance on appropriate cleaning including not spraying electric switches.</p> <p>A bio hazard kit is available in the First Aid Box located in the entrance hall.</p>
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<p>Hirers, Volunteers and Contractors</p>	<p>Vulnerable people, and people over 70 are most at risk.</p> <p>People carrying out cleaning etc can be exposed to the virus if an infected person has been on the premises</p>	<p>People in the vulnerable category are to be advised not to use the hall for the time being.</p> <p>The Hall will be closed immediately for at least 72 hours if an infected person has been on the premises.</p> <p>The Trustees must be notified immediately if someone who has tested positive has used the hall. Hirers to be notified that the hall will be closed whilst a deep clean takes place. Special Conditions of Hire state that hirers should keep contact details of all those who attending sessions in the hall for 21 days.</p> <p>Details of a person's medical condition to be kept confidential unless they agree it can be shared.</p>

		The VHC will talk to hall users regularly to see if the rules are working or if they have any concerns or recommendations to improve safety.
Car Park and outside area surrounding the hall	<p>Social distancing not always observed as people congregate before entering.</p> <p>People drop tissues, masks etc</p>	<p>Signage provided encouraging care when congregating at the entrance.</p> <p>Cleaner asked to check area regularly for any rubbish that may be contaminated. They should exercise caution when removing it and plastic gloves must be worn.</p> <p>Hirers must not leave litter outside the hall – must take it home.</p>
Entrance hall, toilets.	<p>Pinch points, and social distancing not observed in confined areas.</p> <p>Cleaning door handles, switches, taps, basins, toilet handles and seats,</p>	<p>Pinch points have been identified and steps to carry social distancing as recommended by the Government have been identified.</p> <p>A one-way system will be used as practicable.</p> <p>Only one toilet cubicle in the ladies wcs will be in use and the other two cubicles will be kept locked.</p> <p>Only one person at a time will be allowed in the ladies or gents. Signs to this effect have been put on outer doors plus engaged and vacant signs which must be used.</p>

		<p>Only one sink in use in the wcs.</p> <p>Special Conditions of Hire advise hirers that they must clean door handles, switches, taps, basins and toilet handles and seats regularly, as well as at the start and end of each hiring.</p> <p>Automatic hand sanitisers have been provided in every room and will be checked regularly.</p> <p>Signage displayed to remind people to wash hands for 20 seconds.</p>
<p>Main Hall, Committee Room and Tudor room</p>	<p>Main areas of infection are the furnishings, switches and door handles, chair backs and arms</p>	<p>Door handles, electric switches, light switches, tables, chairs, and any other equipment to be cleaned by hirers before and after use.</p> <p>Automatic hand sanitiser units provided in every room.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash their hands regularly</p> <p>Cleaning materials to enable this are in the kitchen in a box labelled 'Hirer's Cleaning Materials'.</p>

		<p>Hirers may be encouraged to use a larger room than normal if available and this will be at no extra charge. This will be reviewed regularly.</p> <p>For the time being, there will be extra time between hirings to allow for cleaning and no charge will be made for this. 72 hours will be allowed between use of chairs. This will be reviewed if the hall gets busier.</p>
Kitchen		<p>The kitchen will remain closed for the foreseeable future. The only reason to enter the kitchen will be to access the cleaning and personal protection equipment.</p> <p>Hirers must to bring in their own drinks and snacks. All rubbish to be taken away by the hirer.</p>
Events None envisaged in the near future	<p>Too many people arrive at once. Handling cash and tickets. Follow the official guidelines current at time of event</p>	<p>Organisers to arrange on line booking systems and cashless payments as far as possible.</p> <p>For performances, seats to be limited, booked in advance and seating arranged with appropriate distancing between individuals and households. One-way system to be used to enter and exit the hall.</p> <p>On line payments via PayPal or BACS to be used for VHC events.</p>