



CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC) COVID-19

Risk Assessment for hirers of Village and Community halls

CVHMC will be re-opening its doors on the 1st September 2020. After consultation with yourselves, basic equipment will be left out and the rest locked away.

Extra cleaner hours have been agreed but responsibility for some cleaning before and after your hire will be expected. In some cases hire periods have been reduced or start times amended to accommodate the extra cleaning. Additional Friday evening and Sunday bookings will not be taken between 1st September 2020 and 31st December 2020 to protect our cleaning staff and Government guidelines will be reviewed thereafter.

Entrance to the hall will be via the veranda and exit will be by the fire doors between the gents and ladies toilets. This is to prevent crowding in the lobby.

Toilets have been fitted with locks to the main toilet blocks in addition to individual cubicles to restrict numbers using the facilities at the same time

Wash hands using soap and water or use sanitiser on arrival or exit of the hall

Keep details of members attending to comply with Government Track and Test guidelines

CATCH IT, BIN IT, KILL IT

- This document can be used as a guide to help you produce your own COVID-19 risk assessment for use of the hall but is intended as a supplement to your own group's ordinary Risk Assessment.

Area or People at Risk	Risk Identified	Actions to take to Mitigate Risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. The group leaves hall or equipment without cleaning	Group to be advised by Hall Committee when the hall is cleaned by the cleaning staff Hirers to make sure the regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, light switches, electrical sockets, heating system, window and door and toilet handles	Bring own equipment



Managing Social Distancing and especially people attending who may be vulnerable	People do not maintain social distancing	Advise group they must comply with social distancing rules as far as possible and use one way system. Adopt layout advised. Limit numbers using toilets at once, extra locks supplied to reduce crowding.	Use of kitchen not permitted people bring own food and drink to use Toilet use restricted
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage your group to avoid touching mouth, eyes and nose. Provide tissues if possible and ask that they be disposed of in a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser Remember to empty bins used into the kitchen bin at the end of the hire ready for cleaners to dispose of
Hand cleanliness	Transmission to other members of group and premises	Advise group members to wash hands thoroughly on arrival and exiting the hall using soap and paper towels. Do not use the hand air-dryers. Use hand sanitiser	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow Government Track and Test instructions, keep detailed list of members contact details attending Move person to safe area, inform cleaning staff by writing entry in the communications book	If symptoms developed contact NHS test and trace for a free test and follow self isolation guidelines.
Staff	Cleaning surfaces infected by the COVID-19. Disposing of rubbish used by hirers. Hirers & staff unwell	Request that anyone feeling unwell does not enter the hall. Ask people to dispose of rubbish in the bins provided or take it home with them. Staff provided with PPE and given allotted time to clean the hall when closed to the public.	Discussed cleaning materials, regime and facilities with the staff. Staff to be informed if anyone taken ill.

Contractors	Occasional maintenance workers	Contractors to be provided with hall itinerary and risk assessment and to provide their own PPE and related risk assessment.	Details of contractors on site to be kept in case of an incident
Volunteers including Trustees	Vulnerable persons and those over the age of 70	Suggest vulnerable persons stay at home	Details of attendees at meetings to be kept in case of an incident regarding infection
Car Park/ paths exterior areas	Social distancing not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues/rubbish	Mark out social distancing waiting area outside. Use separate entry and exit points to reduce crowding at these potential “pinch points” Cleaners to use gloves and litter pickers to avoid being contaminated	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate
Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Papers/leaflets	Create one-way system for entry and exit. Mark out social distancing under cover queuing system. Provide hand sanitiser at “pinch points”, handles, sockets and switches to be cleaned regularly. Remove all leaflets from holders	Hand sanitiser to be checked daily and provide more bins which must be emptied regularly
Storage Rooms Furniture/Equipment	Tables chairs, equipment being touched and moved about in a smaller space where social distancing not feasible	Restrict the available equipment and furniture to the main hall and lock away the rest to reduce need for large scale disinfecting and cleaning	Provide hirers with cleaning products to wipe down furniture and equipment before and after use
Cleaners store cupboard	Social distancing not possible door handles and light switch	Public access is not permitted. Cleaners to disinfect handle before use	



Main Hall	<p>Door handles, light switches, window catches, electric sockets, tables, chair backs and arms</p> <p>Soft furnishings which cannot be readily cleaned in between use</p> <p>Projection screen, window blinds</p> <p>commemorative photos/displays</p> <p>social distancing to be observed</p>	<p>Clean door handles, light switches, window catches, tables, chairs and other equipment used by hirers before use and by cleaning staff.</p> <p>Remove all fabric chairs from use. Limit the number of tables.</p> <p>Relevant social distancing guidelines to be observed by hirers in arranging their activities</p> <p>Hirers and their members to be encouraged to wash their hands regularly</p>	<p>Suggest hirers that need cushioned chairs for comfort to bring their own cushions/pads for personal use on the hard plastic chairs. Take home after use</p> <p>Provide hand sanitiser</p>
Small Committee Room and coat cupboard	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles, light switches and electrical sockets</p> <p>Tables, chairs& soft furnishings</p> <p>No hand washing facility</p>	<p>Close the Committee room for use with the main hall.</p> <p>Close coat cupboard when constructed to general use, making available to Preschool only.</p> <p>Surfaces and equipment to be cleaned by preschool or by hall cleaner</p>	<p>Consider only hiring committee room separate to when main hall free or provide a portable hand washing facility</p>
Kitchen	<p>Social distancing more difficult as frequent sharing of equipment eg fridge/freezer/cooker/microwave/ kettle/urn/work surfaces/drawer & cupboard handles/sinks/shutter</p> <p>Door and window handles, light switches and electrical sockets.</p> <p>Contaminated waste products</p>	<p>Close kitchen and lock away appliances</p>	<p>Hirers bring own equipment for duration of the hire and members bring their own water bottles and food and drink</p> <p>Specific weekday arrangements to be agreed with the Preschool</p>

Toilets	Social distancing difficult Surfaces in frequent use= handles, switches, basins, seats etc. Baby changing and vanity surfaces and mirrors	Restrict numbers accessing toilets at one time Hirer to clean all surfaces before members arrive Increase cleaners hours worked Provide hand sanitiser Consider engaged/vacant signs on toilets Signs to encourage 20 second hand washing	Prohibit use of hand air-dryers Ensure soap, paper towels, toilet paper, hand sanitiser regularly replenished. Cleaner's hours increased to check supplies
Bar	Social distancing more difficult as frequent sharing of equipment e.g. fridge/freezer/ kettle/work surfaces/drawer & cupboard handles/sinks/shutter Door and handles, light switches and electrical sockets. Contaminated waste products	Restrict Bar use and lock away equipment	Parish Council to retreat to own office space Bar closed to general use Bar available by prior arrangement
Stage	Curtains Social distancing Lighting & sound controls	Consider removal of or tie back of stage curtains Hirer to control access and clean as required Stage Lighting controls locked Consider signage saying stage temporarily out of use without prior arrangement	Signage to state stage temporarily out of use without prior arrangement

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contains 5 pages