

Long Stratton Village Hall Risk Assessment - COVID19

Area or people at risk	Risk identified	Actions to take to mitigate risk	Date completed and notes
Volunteers, Contractors, Trustees and Cleaner	<ul style="list-style-type: none"> * Cleaning surfaces infected by people carrying the virus. * Disposing of rubbish containing tissues and cleaning cloths * Deep cleaning premises if someone falls ill with CV19 on the premises * Occasional Maintenance workers 	<p>Stay at home guidance if unwell displayed at the entrance to the hall.</p> <p>Anyone cleaning the hall to provide their own protective equipment.</p> <p>Anyone maintaining the hall to provide their own protective equipment.</p>	Cleaning checklist provided to the Cleaner and all Trustees have a copy as well. Provided on 6th Sept 2020.
Volunteers, Contractors, Trustees and Cleaner - extremely vulnerable, over 70s	<ul style="list-style-type: none"> * Those people over 70 or who are classed as extremely vulnerable. * Volunteers / Trustees / Cleaner carrying out cleaning or internal maintenance tasks / care-taking could be exposed if a person carrying the virus has entered the premises or falls ill. * Mental stress from dealing with this new situation. 	<p>Discuss situation with anyone in the vulnerable category or over 70 as to how best they wish to mitigate the risk, this may include them not attending the premises at all or wearing protective equipment if doing so, provided by themselves.</p> <p>Regular meetings to occur to check the the processes followed are working for all concerned.</p>	All volunteers, the cleaner and Trustees need to be warned immediately if someone tests positive for COVID19 and has been on the premises. Confidentiality is key around medical conditions.
Car Park, exterior area	<ul style="list-style-type: none"> * Social distancing may not be observed as people congregate before entering the premises. * People could drop rubbish such as tissues outside. 	<p>2 metre markers to be in place outside to encourage people to queue correctly before entering.</p> <p>Cleaner to remove any rubbish and dispose of it correctly.</p>	Cleaner advised 6th Sept 2020 and forms part of their checklist.

<p>Entrance Hall, Exit and corridor</p>	<p>Possible pinch point where social distancing is not observed due to being a confined area. Door handles, alarm panel and light switches in frequent use</p>	<p>One way system to be in place in this area, entrance by the car park only with the exit being at the front of the hall.</p> <p>Door handles and switches etc to be cleaned by users and by the Cleaner,</p> <p>Hand sanitiser installed in this area.</p>	<p>Hand sanitiser to be checked weekly by Alan. Bin in place in Main Hall and to be emptied by cleaner as part of their duties, included on their checklist on 6th September 2020.</p>
<p>Main Hall and stage</p>	<p>Door handles, switches, heaters, window catches, tables and chairs will be used a lot in this area.</p> <p>Blinds and curtains in place</p> <p>Noticeboard</p> <p>Social distancing needs to occur</p>	<p>Door handles, switches and catches etc to be cleaned by the hirer and cleaner</p> <p>Tables and chairs used by the hirer to be cleaned and cleaner to clean all tables and chairs in this area.</p> <p>Blinds to be left as found and cords have been tied up out of the way so cannot be adjusted</p> <p>Curtains to be tied back at all times on the stage.</p> <p>Noticeboard cleared of paper to avoid risk of infection and sign in place to ask that nothing is placed on the boards in the hall</p> <p>Social distancing signage in place to remind users of rules</p> <p>Hand sanitiser installed in Main Hall</p>	<p>Added routine for this area to the cleaners check list</p>

Bar Area, Kitchen and storage rooms	<p>Social distancing harder in small areas</p> <p>Cleaning due to time constraints</p> <p>Upholstered furniture stored away</p>	<p>These areas are closed off from use and signage in place to inform users of this.</p> <p>Plastic chairs purchased and in place in Main Hall with several tables.</p> <p>Hirers to bring their own food and drink</p>	<p>Cleaner to still clean these areas frequently. Added to their checklist on 6th Sept 2020.</p> <p>Bar Area needs blocking off somehow as no door.</p> <p>Locks to be installed on doors where possible</p>
Cleaning cupboard	<p>Social distancing not possible</p> <p>Door handles and light switches</p>	<p>Public access restricted, hirers to bring their own cleaning products</p> <p>Cleaner only person to use this area</p>	<p>Cleaner to provide their own equipment but can be stored here.</p>
Toilets	<p>Social distancing difficult in small area</p> <p>Surfaces in frequent use, light switches and door handles, toilet handles and seats etc</p> <p>Hygiene</p>	<p>Disabled Toilet to be only toilet used, with other toilets being shut off from use.</p> <p>Hirers to clean toilets before and after use including sink area and cleaner to clean area thoroughly</p> <p>Soap dispenser in place for hygiene and hand towels to be left out and disposed of here.</p> <p>Hand-washing signage in place</p>	<p>Cleaners checklist updated 6th Sept Cleaner to replenish hand towels , soap and toilet roll etc</p> <p>Bin in place for rubbish</p>
Film events	<p>Social distancing difficult</p> <p>Equipment hired</p> <p>Ticket sales</p> <p>Food and refreshments</p>	<p>Decision made to postpone these events for the foreseeable.</p>	<p>Committee meeting agenda point.</p>