

**Long Stratton Village Hall Risk Assessment - COVID19**

Area or people at risk	Risk identified	Actions to take to mitigate risk	Date completed and notes
<b>Volunteers, Contractors, Trustees and Cleaner</b>	<ul style="list-style-type: none"> <li>* Cleaning surfaces infected by people carrying the virus.</li> <li>* Disposing of rubbish containing tissues and cleaning cloths</li> <li>* Deep cleaning premises if someone falls ill with CV19 on the premises</li> <li>* Occasional Maintenance workers</li> </ul>	<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>	<p>Cleaning checklist provided to the Cleaner and all Trustees have a copy as well. Provided on 6th Sept 2020.</p>
<b>Volunteers, Contractors, Trustees and Cleaner - those who are clinically vulnerable or unvaccinated.</b>	<p>Those people who are clinically vulnerable or unvaccinated:</p> <ul style="list-style-type: none"> <li>* 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.</li> <li>* Mental stress from dealing with this new situation.</li> </ul>	<p>Special Conditions of hire in place and discussions held with anyone in the clinically vulnerable category or unvaccinated people 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 that the processes followed are working for all concerned and all volunteers, Trustees and the Cleaner to be notified if someone tests positive and has been on the premises - thorough clean can then be arranged</p>	<p>Special Conditions of hire in place for users covering this.</p> <p>Confidentiality is key around medical conditions.</p>

<p><b>Social Distancing still advisable for vulnerable people and those who are not in regular contact with each other. Risk is to hirers / event organisers and to those attending the hall.</b></p>	<p>Risk of people attending mingling with each other who they are not usually in contact with, which may spread the virus and worry other users.</p>	<p>Special Conditions of hire in place to advise regarding social distancing and mitigating risk with face coverings, encouraging respect for each other and avoiding raised or loud voices and loud music.</p> <p>Advise provided around seating arrangements and capacity of people in the Main Hall.</p>	<p>Special Conditions of hire in placed and maintained with regard to latest Government Guidance</p>
<p><b>Car Park, paths and exterior areas</b></p>	<p>People dropping tissues and face masks</p>	<p>Cleaner to check outside for any rubbish that could be contaminated and to dispose of this carefully.</p>	<p>Cleaner has been provided with a checklist - remains in place April 2022.</p>
<p><b>Entrance Hall, Exit and corridor</b></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>Suggested to hirers that facial coverings are to be used in confined spaces.</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><b>Main Hall and stage</b></p>	<p>Door handles, switches, heaters, window catches, tables and chairs will be used a lot in this area.</p>	<p>Door handles, switches and catches etc to be cleaned by the hirer and cleaner as advised in Special Conditions of Hire document.</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>Social distancing advise in place for hirers to observe when organising their activity</p> <p>Hand sanitiser installed in Main Hall</p>	<p>Added routine for this area to the cleaners check list</p>

<p><b>Bar Area, Kitchen and storage rooms</b></p>	<p>Social distancing harder in small areas</p> <p>Cleaning due to time constraints - door handles, switches, window catches and heaters</p> <p>Upholstered furniture stored away</p>	<p>Plastic chairs purchased and in place and upholstered chairs stored away</p> <p>Social distancing and face coverings advised as part of Special Conditions of Hire in smaller / confined areas.</p> <p>Cleaner to clean these areas and hirers advised to clean the kitchen after use.</p> <p>Hirers advised to consume food and drink while seated</p>	<p>Cleaner to still clean these areas frequently. Added to their checklist on 6th Sept 2020.</p>
<p><b>Cleaning cupboard</b></p>	<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>
<p><b>Toilets</b></p>	<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>Suggested to hirers to put social distancing in place</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>