

## Whimble Victory Hall, COVID-19 Risk Assessment July 2020

What is the hazard?	Who might be harmed?	Actions to mitigate risk	Notes
<p><b>Potential exposure to a person infected with COVID-19 .</b></p>	<p>Users of the Village Hall; Caretaker Volunteer helpers Contractors</p>	<p><b>1. Facilitate social distancing by limiting access to the building</b></p> <ul style="list-style-type: none"> <li>● During Phase 1 of Re-opening, bookings will be limited to one group at a time.</li> <li>● During Phase 1 of Re-opening after school club bookings will not be accepted in order to enable the hall to be cleaned.</li> <li>● Bookings for higher risk events will not be accepted in phase 1 of reopening. These include private parties (adult and children). Ad-hoc bookings will be considered on a case by case basis. +</li> <li>● Strictly no access to the kitchen at any time* No Entry sign on door Remove any items of concern (e.g. glasses) from cupboards</li> <li>● Strictly no access to the stage at any time**</li> <li>● Maximum capacity limits applied to each room.</li> <li>● Bookings confirmed through the Booking Secretary only, who will thereafter be the first port of call. ++</li> <li>● Implement an adequate gap between bookings.</li> </ul> <p><b>2 Encourage COVID-19 safety within the Building.</b></p> <ul style="list-style-type: none"> <li>● The hall will be cleaned at least once per day by the</li> </ul>	<p>*Kitchen access granted to school - special circumstances (would be unable to operate in the hall without access). Hirers to be encouraged to bring their own water and refreshments.</p> <p>**Except for positioning of AV equipment</p> <p>+ Deemed higher risk in terms of social distancing, cleaning and 'trust' - hirer may not be known to the Bookings Secretary.</p> <p>++Booking slots will be retained for regular users until they are ready to operate again. In the meantime these slots may be offered to new regular users on the understanding that this would be a temporary arrangement.</p>

<p>Potential exposure to a person infected with COVID-19 .</p>	<p>Users of the Village Hall</p>	<p>caretaker.</p> <ul style="list-style-type: none"> <li>● Hirers use the room they have booked only.</li> <li>● Alcohol based hand sanitisation facilities will be available in the foyer, in the main hall, the billiards and committee rooms.</li> <li>● Soap and water hand washing facilities available in the toilets.</li> <li>● Adopt a queuing system for the toilet facilities with a 'one in one out' policy.</li> <li>● Adopt a one way system in and out of the building.</li> <li>● A series of Safety Information posters will be displayed around the hall.</li> <li>● Small waste bins will be placed in each room</li> <li>● Users told to remove waste bin liner bags at the end of their session and place them by wheelie bin (or take home).</li> <li>● No food waste or used food containers to be left at the hall</li> <li>● Remove litter bin at hall entrance</li> <li>● Upholstered chairs to be removed.</li> <li>● Dedicated chairs for use by hirers will be available on request.</li> <li>● Window curtains to be tied back</li> <li>● Stage curtains not be touched</li> <li>● Only the allocated chairs and tables to be touched.</li> <li>● Where comfortable, doors and windows should be left opened to increase ventilation.</li> <li>● Towels and other linen to be removed or replaced with paper substitutes.</li> <li>● Require that laws on face coverings are adhered to</li> </ul>	<p>*Conditions of Hire document</p>
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		<p><b>3. Encourage hirers to maintain distancing regulations and COVID-19 safety measures.</b></p> <p>All hirers will have a nominated representative who will be responsible for:</p> <ul style="list-style-type: none"> <li>• Complying with the Special Conditions of Hire.*</li> <li>• Gathering and retaining Track and Trace data</li> <li>• Ensuring COVID-19 Guidelines are adhered to.</li> <li>• Completing an Exit Checklist after each hire +</li> </ul>	<p>and Exit Checklist document to be produced following finalisation of risk assessment +For daily users this may be pinned up on a board and cover a full week.</p>
<p><b>Person becomes unwell with suspected COVID-19 symptoms while on the premises.</b></p>	<p>Users of the Hall Caretaker</p>	<p><b>1. Provide facilities to help stop the spread of the virus.</b></p> <ul style="list-style-type: none"> <li>• Provision of a designated isolation space*</li> <li>• Provision of PPE for those in attendance**</li> <li>• Provision of a dedicated 'contaminated waste' bin</li> <li>• Ensure that the contact details of the hall representative - booking secretary and one other person are readily available.</li> </ul> <p><b>2. Actions of the hirer to help stop the spread</b></p> <ul style="list-style-type: none"> <li>• Person removed from others and told to go home immediately if they can. If this is not possible then the person should be isolated in the disabled toilet and medical help called as soon as possible.</li> <li>• Stop the event immediately</li> <li>• Ask everyone to leave via the nominated door</li> <li>• Encourage them to wash their outer clothes</li> </ul>	<p>*Disabled Toilet (containing a folding chair).</p> <p>** Have available a box containing masks, plastic aprons, gloves, tissues and disinfectant wipes.</p>

		<p>and hands on returning home</p> <ul style="list-style-type: none"> <li>• Contact the Hall Representative - Booking Secretary or another nominated person.</li> </ul> <p><b>3 Actions of the hall management team</b></p> <ul style="list-style-type: none"> <li>• The hall will be closed to all users for 72 hours following a suspected case of COVID-19</li> <li>• After 72 hours the hall will be deep cleaned and contaminated waste removed.</li> <li>• The caretaker will be given PHE guidance and PPE for use whilst deep cleaning.</li> <li>• The correct cleaning solutions and disposable cloths will be available to use.</li> </ul>	
<p><b>Exposure to potentially contaminated surfaces/equipment</b></p>	<p>Users of the Village Hall Caretaker Volunteer helpers Contractors</p>	<ul style="list-style-type: none"> <li>• Door handles and any area of a door likely to be touched, light switches, window catches, tables, chairs, toilet seats and other equipment used to be cleaned by hirers <b>before</b> use.</li> <li>• The regular hall cleaning regime will continue as usual</li> <li>• The Caretaker will check the hirers Exit Checklist before cleaning begins.</li> </ul>	

<b>Hall users do not adhere to the additional terms and conditions and/or ignore our new COVID procedures</b>	Hall users	<ul style="list-style-type: none"><li>• Bookings Secretary to send additional terms and conditions to all users asking for acknowledgement, and stating saying that use of hall is conditional on acceptance of conditions</li></ul>	
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