

# AKELEY VILLAGE HALL

## Akeley Village Hall COVID-19 Risk Assessment for re-opening – in July 2020

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 1 metre. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer

Important Notes:

- 1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.**
- 2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.**
- 3. This document is not intended to be comprehensive and Akeley Village Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for common sense or following Government guidelines.**
- 4. We have followed advice from ACRE and our insurers in preparing for the re-opening of our hall, as well as Government guidance.**
- 5. Face Coverings:** From 8th August face coverings are required to be worn inside village and community halls but please be aware of the exceptions:
  - children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
  - people who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability
  - employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service)
  - police officers and other emergency workers, given that this may interfere with their ability to serve the public
  - where putting on, wearing, or removing a face covering will cause you severe distress
  - if you are speaking to or assisting someone who relies on lip reading, clear sound or facial expressions to communicate
  - to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity.

**If food or drinks are being consumed then it will be permissible to remove face covering while seated. At all other times face coverings should be worn. We would also recommend that those serving food and drinks wear face coverings at all times.**

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**6. Venues following COVID-19 Secure guidelines can host more than 6 people in total, but no one should visit in a group of greater than 6 from one household, unless you all live together (or are in the same support bubble). This change comes into effect on 14<sup>th</sup> September.**

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Staff, volunteers and contractors</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.	<b>Staff/volunteers provided with protective overalls and plastic or rubber gloves. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Stay at home guidance to be displayed in the entrance.</b>	Staff/volunteers/hirers may need guidance as to cleaning. For example, cloths or anti-bacterial wipes should be used on light switches and electrical appliances rather than spray disinfectants.

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<p><b>Staff, volunteers and contractors</b> Think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p><b>Staff in the vulnerable category are advised not to attend the hall for the time being.</b> <b>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such attending the hall for the time being.</b> <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. Consider professional cleaning in the event of a case. Provide a visitors' log to keep a record of staff and contractors entering the building in the entrance hall next to the sanitiser. Hirers will be asked to keep and provide details as part of the hire agreement.</p>
<p>Car park/paths/patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues. Opening and closing the car park barrier.</p>	<p><b>Mark out 2 metre waiting area outside the main entrance to the hall with tape to encourage care when queueing to enter.</b> <b>Hirers asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b> <b>Advise in the hire agreement that whoever opens or closes the car park barrier sanitises or wash their hands afterwards.</b></p>	<p>Outside areas are advised by the Government to be less risky, the main risk is likely to be where people congregate. Ordinary litter collection arrangements can remain in place.</p>

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<p>Entrance hall/lobby/corridors</p>	<p>Social distancing is not observed in a confined area.          Door handles          Light switches          Sockets          Burglar alarm keypad          Fire alarm keypad          Fire alarm break glass          Window catches and sills          Heater controls          Mobile coat rail          Key safe (on wall outside)</p>	<p><b>Door handles and light switches to be cleaned regularly. This will be done by hirers at the start and end of hire or by the caretaker on agreement.</b>  <b>Hand sanitiser to be provided by hall for use by hirers. Remove coat hangers from rail.</b>  <b>Mark out 2 metre spacing in front of toilet doors. area. Display Covid-19 Secure poster. A one-way system will be in operation. The far set of fire doors (by the store cupboards) will be the designated exit.</b></p>	<p>Hand sanitiser needs to be checked between hires.          Provide more bins with disposable bags, in entrance hall, main hall and kitchen.          Hirers to empty and take away waste for safe disposal at the end of the hire.  <b>A sign will be displayed in the entrance hall which must be completed each time the hall has been cleaned.</b>  <b>Signs will indicate the one-way system and designated exit.</b>  <b>Sign to advise face coverings must worn, before entering the hall, to be displayed on the entrance door.</b></p>
<p>Main Hall</p>	<p>Door handles          Light switches          Sockets          Fire alarm break glass          Heater switches and controls          Window catches and sills          Tables          Chair backs and arms.          Soft furnishings which cannot be readily cleaned between use.          Window blinds          Commemorative photos.          Social distancing to be observed</p>	<p><b>Door handles, light switches, sockets, window catches, tables, chairs, heaters and other equipment used to be cleaned by hirers before use and at the end of hire.</b>  <b>Cushioned chairs to be locked away.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b>  <b>For the time being the main hall capacity will be limited to 30 people.</b></p>	<p>Cushioned chairs to be locked away.          Leave wind blinds in the raised position. Ask hirers to wipe any blinds that are used.          Lock away any other items likely to be touched by the public, which are difficult to clean.          Provide hand sanitiser at main entrance.          The far fire doors will be the designated exit from the main hall. A table with sanitiser and paper towels will be set up next to the doors.</p>

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Kitchen	<p>Social distancing is more difficult</p> <p>Door handles</p> <p>Window handles and sills</p> <p>Light switches</p> <p>Sockets</p> <p>Fire alarm break glass</p> <p>Working surfaces</p> <p>Sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge</p> <p>Crocker/glasses/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Soap and paper towels to be provided. A maximum of two people to be in the kitchen at any one time. Hirers to be encouraged to bring their own Food and Drink for the time being.</b></p>	<p>Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p>
Store cleaning/cupboard (cleaner etc)	<p>Social distancing not possible</p> <p>Door handle</p> <p>Light switch</p>	<p><b>This is to be locked so no public access is possible. Caretaker to decide frequency of cleaning.</b></p>	<p>This door is normally locked to restrict access and has a sign on the door.</p>
Main Storage Room (furniture/equipment)	<p>Social distancing more difficult</p> <p>Door handles</p> <p>Light switches</p> <p>Equipment needing to be moved not normally in use</p>	<p><b>The storage room doors will be locked. Equipment will be agreed with hirer prior to use and left out. Hirer to clean equipment required before and after use.</b></p>	<p>Storage area to be locked so that we have control over what equipment is cleaned.</p>

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Toilets	<p>Social distancing difficult.          Door handles          Light switches          Basins          Toilet          Handles/pans/seats/urinals          Baby changing and other surfaces including mirrors.</p> <p><b>The disabled toilet is to be used as an isolation room in the event of someone falling ill during use of the hall.</b></p>	<p><b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b>  <b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. They will also clean at the end of the hire</b>  <b>Engaged/vacant locks will be fitted to the two toilet doors. Display signage and posters to encourage 20 second hand washing.</b>  <b>The disabled toilet has this lock fitted.</b>  <b>Towel, soap dispensers and bins will also be fitted.</b>  <b>Supply a plastic seat and first aid kit in a box under the seat.</b></p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.          The hand driers will be disabled.          A first aid kit with PPE will be left inside the disabled toilet along with a plastic chair.          Instructions will be stated in the additional COVID-19 hire agreement.</p>
Events	No events are planned.		Any requests for events will need to be considered separately.