

STOKE GABRIEL VILLAGE HALL - Covid 19 Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes.
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. Cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– 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>Mental stress from handling the new situation.</p>	<p>Volunteers in the vulnerable category are advised not to come to the Hall for time being. Discuss situation with volunteers over 70 to identify whether provision of their own protective clothing is necessary before they work to mitigate their risks, or whether they should cease such work for the time being.</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 he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</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.</p>	<p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves for cleaner.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked weekly. Provide more bins. Empty regularly.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Chairs that cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds. Commemorative photos, displays. Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>

Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Upholstered seating, limit the number of chairs available. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs if less than 72 hours between hirings. Ask those moving them to wear plastic gloves.	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.
Committee Room	Not in use, for emergency access only.		
Kitchen	Not in use under any circumstances	Kitchen doors to remain closed and taped off with signs.	Situation to be kept under review

Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless precleaned on Monday mornings.	Ensure soap, sanitising wipes, sanitiser and toilet paper are regularly replenished.
Stage	Curtains Social distancing Lighting and sound controls	Stage curtains to remain open at all times. Hirer to control access and clean as required.	