

SEDLSCOMBE VILLAGE HALL

Registered Charity No. 305306

COVID-19 Risk Assessment

Date : 14th September 2020

Location : Sedlescombe Village Hall

By : Dave Brabants (Hall Manager)

Important Notes:

This COVID-19 Risk Assessment will be reviewed and updated as and when any new Government or local authority legislation or guidelines are issued.

This document should be read in conjunction with relevant legislation and guidance issued by Government and local authorities. There are four categories colour coded as follows:

Actions to Mitigate Risk based on Government advice (i.e. should be considered mandatory).

Actions to Mitigate Risk that are strongly recommended.

Actions to consider to Mitigate Risk.

Action Taken by Sedlescombe Village Hall together with Policy and Guidance for Hirers.

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Area or People at Risk	Risk Identified	Actions to Take to Mitigate Risk	Action Taken and Policy and Guidance for Hirers.
<p>Volunteers and Contractors</p> <p>Think about who could be at risk and likelihood that volunteers or contractors could be exposed.</p>	<p>Volunteers or contractors who are either extremely vulnerable or over 70.</p>	<p>Volunteers and contractors in the vulnerable category advised not to work for time being.</p> <p>Stay at home guidance if unwell at entrance and in Main Hall.</p>	<p>Volunteers and contractors in vulnerable category have been advised not to work at this time.</p> <p>Stay at Home Guidance if Unwell is given in Appendix A.</p> <p>Signs are posted at the entrance and in the Hall giving guidance for using the Hall under current Covid-19 conditions (See Appendix A).</p> <p>The Special Conditions of Hire which Hall users must sign and abide by require them to notify SVH if any of their group test positive for Covid-19 (See Appendix B).</p>

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<p>Identify what work activity or situations might cause transmission of the virus and the likelihood that people could be exposed</p>	<p>Volunteers or contractors 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>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with Covid-19 on the premises.</p>	<p>Volunteers provided with protective overalls and gloves.</p> <p>Contractors provide own.</p> <p>Follow PHE guidance and PPE if deep cleaning is required,</p> <p>Volunteers or contractors advised to wash outer clothes after cleaning duties.</p>	<p>When the Hall has been in use it is cleaned early the following morning. Hirers are obliged to clean before and after their hire sessions at the Hall. Special attention is given to items that people are likely to come into contact with e.g. door handles, light switches and all surfaces etc.</p> <p>Volunteers and Hall hirers are provided with aprons, gloves and sanitising materials.</p> <p>All materials are for single use and bins are provided for careful disposal of used items.</p> <p>If deep cleaning of premises is required because someone has fallen ill whilst at the premises, full PPE is available and volunteers or contractors are advised to wash their outer clothes after deep cleaning duties.</p>
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	<p>Occasional Maintenance workers.</p> <p>Mental stress from handling the new situation</p>	<p>Discuss situation with volunteers over the age of 70 years to identify whether the provision of protective clothing and the cleaning measures is sufficient to mitigate their risks, or whether they should cease activities for the time being.</p>	<p>Occasional Maintenance workers are supervised by Hall Manager to ensure proper procedures with regard to social distancing, cleaning and sanitation are followed.</p> <p>Levels of risk are discussed with volunteers and contractors and they are advised to wear the appropriate PPE as provided.</p> <p>Any persons having concerns or questions are advised to contact the Hall Management Committee.</p> <p>Should a volunteer, contractor or other hall user test positive for Covid-19, the matter should be reported to the Hall Manager who will ensure the appropriate cleaning measures are put in place. Personal details of the individual concerned and their medical condition should be kept confidential, unless he/she agrees they can be shared.</p>
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<p>Car Park, Paths and Exterior Areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People may drop tissues or used face masks in the outside area.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues, face masks.</p> <p>Plastic gloves should be used when removing such items.</p>	<p>A 2 metre mark has been placed around the main entrance door.</p> <p>Due to the restrictions on the numbers of people allowed to use the Hall at any one session and taking into account the size of the car park, social distancing can be readily maintained.</p> <p>The outside areas of the Hall are checked each time the Hall is cleaned (see above) to ensure that no potentially contaminated items are left in exterior areas.</p> <p>Gloves are provided.</p>
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Entrance Hall/Lobby/Corridors	<p>Possible "pinch points" and busy areas where risk occurs if social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by Hall</p>	<p>Hall hire sessions are such that there is a 30 minute period at the end of each session to allow for cleaning and safe exit by one group before the next group arrives.</p> <p>Sanitising wipes are available for use on door handles and light switches. Hirers are responsible for cleaning them before and after their sessions.</p> <p>Hand sanitiser is available in two locations upon entrance to the Hall.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chairs.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and after use or by Hall cleaning staff.</p>	<p>This is covered under the Special Conditions of Hire. (See Appendices A and B.)</p>

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<p>Main Hall cont.</p>	<p>Soft furnishings which cannot be readily cleaned between uses.</p> <p>Projection equipment.</p> <p>Window Blinds</p> <p>Social distancing to be observed</p>	<p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>The only upholstered furnishings are the chairs (see below). The stage curtains are tied-back and are not currently in use.</p> <p>This is used by hall hirers or SVH management committee and not individual group members. Hirers and/or management are responsible to ensure it is left clean and sanitised after use.</p> <p>Window blinds are not accessible and are operated remotely. The remote control is to be sanitised after each use.</p> <p>Appendix B deals with social distancing and arrangement of activities etc.</p> <p>Additional hand washing signs have been placed throughout the premises including in the kitchen and the toilets.</p>
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Upholstered Chairs	Virus may remain on fabric. Cannot readily be cleaned between uses.	Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	As it is difficult to clean the fabric on the chairs, they are rotated after use so that chairs used on one day are moved to a storage area and left for 72 hours before being returned to the Main Hall for use again. Hirers are asked to use gloves and to stack the chairs they have used in one area to be put away in storage for 72 hours by the Hall Manager.
Small Meeting Rooms and Offices	Social distancing more difficult in smaller areas. Door handles, light switches, window catches, tables, chair backs. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by Hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.	Safe usage number of 6 persons for the meeting room and 30 persons for the Main Hall have been established and advised to Hall users. See Appendix A. Cleaning – See above and Appendices A and B. No gym or keep fit classes are undertaken in areas covered by carpet tiles.

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Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	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, and to wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being	See Appendix B – Special Conditions of Hire Cleaning – See above Hirers advised wash their hands before touching anything in the kitchen. Hirers are advised to use the dishwasher provided and to leave all clean crockery and cutlery in the dishwasher after the cleaning cycle and with the door closed. All provided. Covered in Appendix B.
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<p>Store Cupboards</p>	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access unlikely to be required.</p>	<p>Hall users do not have access to these areas</p>
<p>Storage Room (furniture/equipment)</p>	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Decide whether Hall cleaner cleans or hirer to clean equipment required before use.</p> <p>Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Hall users are advised that any tables or equipment they use is to be cleaned by them before and after use.</p> <p>Also, see upholstered chairs (above)</p>
<p>Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive.</p>	<p>Soap, paper towels, toilet paper and sanitiser are checked regularly and replenished as and when needed.</p> <p>Additional signage regarding handwashing has been placed in the toilets.</p> <p>Hirers are responsible to clean these areas before and after use by their group. See Appendix B.</p>

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<p>Boiler Room</p>	<p>Door handle, light switch Social distancing not possible</p>	<p>Public access unlikely. Cleaner to decide frequency of cleaning.</p>	<p>Hall users do not have access to these areas</p>
<p>Stage</p>	<p>Curtains Social distancing Lighting and sound controls</p>	<p>Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.</p>	<p>Most regular users of the Hall do not need access to, or use of, the stage curtains. They are currently tied-back and out of use. Hirers must discuss handling and sanitising with Hall Manager if the use of stage curtains, lighting or sound controls is required.</p>
<p>Events</p>	<p>Handling cash and tickets Too many people arrive Social Distancing</p>	<p>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves.</p>	<p>Events organised by Hall Management follow recommended guidelines and numbers are limited to a total of 30 people. Booking is in advance by email. Seating is arranged in accordance with the new Covid-19 guidelines that came in to effect on 14th September 2020. Cashless payment is encouraged.</p>

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<p>Events Cont..</p>	<p>Need for risk assessment</p>	<p>Hirers are responsible for preparing their own risk assessments for their activity or event.</p>	<p>Hirers are advised they must conduct their own risk assessment for their activity or event and must follow government and local authority legislation and guidelines - see Appendix B.</p>
<p>Playground, Play Equipment and Outdoor Gym Equipment</p>	<p>Covid-19 Risk Assessment required if re-opened.</p> <p>People at risk: clinically vulnerable children or adults, older relatives.</p>	<p>Sun and rain reduce the risk by reducing the period over which the virus remains active.</p> <p>If re-opened mitigate through erecting advisory notices in accordance with Government guidance on re-opening Playgrounds.</p> <p>See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</p>	<p>The playground area is fenced off and is used exclusively by the pre-school. The play equipment on site does not belong to SVH. It is owned and operated by the pre-school who have been advised of the applicable Government guidelines and the need to conduct their own risk assessment applicable to their activities. The pre-school's playground and equipment is in a locked and fenced off area and access is, therefore, restricted when the pre-school is not operating.</p>

End of Risk Assessment.