

<u>Area or People at Risk</u>	<u>Risk Identified</u>	<u>Actions to take to mitigate risk</u>	<u>Notes</u>	<u>Date Completed</u>
Caretakers and Committee Members	<ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus • Disposing of rubbish containing tissues and cleaning wipes • Deep cleaning hall if CV-19 is traced back to the premises • Occasional maintenance 	<ul style="list-style-type: none"> • Stay at home if unwell guidance on front door • Caretaker provided with disposable gloves/aprons for use when cleaning • Caretaker advised to wash outer clothes after cleaning duties • Contractors to provide own PPE • Follow PHE guidance if a deep clean is required 	<ul style="list-style-type: none"> • Quote for deep clean of the village hall obtained from professional cleaners £282 + VAT • Might be more cost effective to close the hall for 72 hours in the event of an outbreak and have caretaker perform deep clean 	
Caretakers, Committee Members and Contractors	<ul style="list-style-type: none"> • Caretakers, Committee members or contractors who are either extremely vulnerable or over 70 • Caretakers carrying out cleaning or internal maintenance tasks could be exposed if a person carrying the virus has entered the premises • Mental health may be affected from the stress of handling the new situation 	<ul style="list-style-type: none"> • Those in the extremely vulnerable category advised not to work for the time being • Maintain communication between committee members and caretakers to ensure everyone can raise any concerns they have 	<ul style="list-style-type: none"> • Caretakers and Committee members will need to be alerted immediately if someone who has tested positive for Covid 19 has been on the premises 	
Car Parks, Paths and External Areas	<ul style="list-style-type: none"> • Social distancing not observed as people congregated before entering the hall • Parking area is too congested to allow for social distancing • People drop tissues or face masks 	<ul style="list-style-type: none"> • One-way system in place – entrance through the front doors and exiting through the side door • External signage reminding people to social distance • Hirers ask people to wait in their cars before class starts • Bins in the carpark available for people to dispose of tissues and masks • Caretaker to check outside areas for rubbish that might be contaminated 	<ul style="list-style-type: none"> • Car park becomes extremely busy during school drop off/collection time • Do we ask the primary school to limit use of the hall carpark to ease congestion and help with social distancing? • Transitory lapses in social distancing are less risky in outdoor areas 	

<p>Entrance hall and corridors</p>	<ul style="list-style-type: none"> • “Pinch points” and busy areas where social distancing is not observed in a confined area • Door handles and light switches in frequent use 	<ul style="list-style-type: none"> • Pinch point identified by kitchen – kitchen to remain closed for now and one-way system implemented upon opening • Pinch point identified in toilets – toilets to remain closed for now with accessible toilet open for emergency use • Dettol Spray and wipes to be provided for hirers to clean ‘high traffic’ areas such as door handles and light switches • Cleaning check list provided for hirers to tick confirming they have disinfected ‘high traffic’ areas • Hirer’s asked to clean before AND after each session • Hand sanitiser to be provided by the hall • Double doors into main hall to be left open permanently to avoid excess touching of door handles 	<ul style="list-style-type: none"> • Hand sanitiser and cleaning supplies to be checked regularly by caretakers • Hirers will be encouraged to remove their own rubbish and hall bins will be emptied regularly by caretakers 	
<p>Main Hall</p>	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chairs • Soft furnishings that cannot be regularly cleaned • Maintaining a 2m social distance between people 	<ul style="list-style-type: none"> • Cleaning supplies and checklist to be provided to hirers to ensure door handles, light switches, window catches, tables and chairs and cleaned regularly • Maximum hire of 12 people in order to maintain a 2m distance between people • Maximum hire of 6 people for recreational groups in adherence with rule of 6 law from 14/09/2020 	<ul style="list-style-type: none"> • Each hirer must provide their own risk assessment with details of how they plan to maintain social distancing of 2m • Antiviral Fogger machine has been purchased for caretakers to disinfect larger areas in between hires 	
<p>Upholstered Seating</p>	<ul style="list-style-type: none"> • Virus may remain on fabric • Cannot be readily cleaned between use • Frequent cleaning may damage fabric 	<ul style="list-style-type: none"> • Keep upholstered seating in the small hall which will remain closed for the time being • Discourage use of upholstered seating, suggest hirers bring their own cushions to use in the case of infirmity 	<ul style="list-style-type: none"> • Fabric safe disinfectant has been purchased for use by caretakers 	

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<p>Small Halls and Meeting Rooms</p>	<ul style="list-style-type: none"> • Social distancing harder to maintain in smaller areas • Door handles, light switches, window catches, tables, chairs • Floors with carpet are less easily cleaned 	<ul style="list-style-type: none"> • Small Hall and Meeting Room to remain temporarily closed • Rooms with carpeted floors will not be hired for keep fit activities 	<ul style="list-style-type: none"> • Signs on doors, yellow and black tape to highlight that these areas are 'off limits' to hirers for now 	
<p>Kitchens</p>	<ul style="list-style-type: none"> • Social distancing harder to maintain in smaller areas • Pinch points identified • Door handles, light switches, surfaces, cupboard/drawer handles, fridges/freezer, kettles, cutlery/crockery, oven/microwave • Tea towels and cleaning clothes 	<ul style="list-style-type: none"> • Kitchens to remain temporarily closed • Upon reopening a one-way system will be implemented • Signage advising a limit on the number of people allowed in the kitchen at once • Tea towels to be removed and a paper towel dispenser to be installed • Cleaning station made available with Dettol spray and wipes • Checklist for hirers to tick off high traffic areas 	<ul style="list-style-type: none"> • Hirers encouraged to bring their own food and drink for the time being • Should we temporarily move the first aid kit to the main hall? 	
<p>Storage Rooms</p>	<ul style="list-style-type: none"> • Social distancing difficult • Door handles and light switches 	<ul style="list-style-type: none"> • Hirers to clean equipment required before AND after hire • Hirers to clean any equipment moved to access their own equipment • Hirers to control accessing and stowing equipment, and to encourage social distancing 	<ul style="list-style-type: none"> • Could be helpful to temporarily rearrange storage rooms so that equipment of groups not yet returning is at the back and equipment of groups who will be returning is at the front 	
<p>Boiler Room</p>	<ul style="list-style-type: none"> • Social distancing difficult • Door handles, light switches 	<ul style="list-style-type: none"> • Public access very unlikely 	<ul style="list-style-type: none"> • Caretaker has arranged boiler service for September 15th 	

<p>Toilets</p>	<ul style="list-style-type: none"> • Social distancing difficult • Door handles, light switches, basins, toilet handles, seats, baby changing, mirrors, vanity surfaces • Hand dryers can cause virus particles to become airborne • Toilet seats require lids to prevent particles becoming airborne when flushing 	<ul style="list-style-type: none"> • Communal toilets to remain closed for now – upon reopening only allow ONE user at a time. Consider an engaged/vacant sign for the door and taping off one urinal/cubical • Disabled toilets open but use is discouraged • Cleaning stations in toilets along with a laminated list of ‘high risk’ areas to prompt users to clean • Hand dryers marked with black and yellow tape, and paper towel dispensers installed for use in toilets • New toilet seat (with lid) installed in disabled toilet • Signage encouraging users to wash hands thoroughly 	<ul style="list-style-type: none"> • Caretakers to ensure soap, paper towels, toilet paper and cleaning supplies are replenished regularly • Signage and black & yellow tape across toilet doors to remind hirers that they are off limits 	
<p>Taps and Plumbing</p>	<ul style="list-style-type: none"> • Increased risk of waterborne pathogens such as Legionella bacteria being present because of the conditions that lockdown may have created 	<ul style="list-style-type: none"> • All taps must be run on full for at least 5 minutes • All toilets to be flushed weekly in the lead up to reopening 	<ul style="list-style-type: none"> • Legionella can be dangerous when airborne – caretakers to wear a face covering when flushing out the water systems 	
<p>Ventilation</p>	<ul style="list-style-type: none"> • Risk of Covid 19 increases in enclosed spaces with limited ventilation 	<ul style="list-style-type: none"> • Hirer’s asked to open doors and windows prior to session to assist fresh airflow • Doorstop to be provided for the front door 	<ul style="list-style-type: none"> • Heating may need to be boosted for 30 mins before classes in colder months if doors are to be left open 	
<p>Face Coverings</p>	<ul style="list-style-type: none"> • Risk of Covid 19 increases in enclosed spaces 	<ul style="list-style-type: none"> • Face coverings in community buildings are now mandatory by law • Hirers made aware of the law (and exemptions) • Put up signs reminding hall users of the law 	<ul style="list-style-type: none"> • Hall management cannot enforce the use of face coverings, but hirers can be required to encourage those attending activities to follow the guidance 	

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<p>Track and Trace</p>	<ul style="list-style-type: none"> • Risk that somebody tests positive for Covid 19 after recently using the hall 	<ul style="list-style-type: none"> • Hirers are asked to keep a track and trace record of contact details for those who attend activities for 21 days afterwards. • If someone test positive for Covid the caretakers need to be informed so they can activate the track and trace 	<ul style="list-style-type: none"> • Hirers need to be aware that they must store track and trace details securely in a way that complies with GDPR 	
<p>Events and Private Hires</p>	<ul style="list-style-type: none"> • Risk of Covid 19 spreading • Social distancing difficult to maintain • Additional cleaning for caretakers 	<ul style="list-style-type: none"> • Events and private hires will not be available for the time being 	<ul style="list-style-type: none"> • Reassess what we can safely accommodate at the start of the new year 	
<p>Someone becomes unwell with suspected Covid 19 symptoms</p>	<ul style="list-style-type: none"> • Someone becomes unwell whilst at the hall with suspected Covid 19 symptoms 	<ul style="list-style-type: none"> • Move the person to a designated area (the small hall) until they can be transported home or to hospital • Provide tissues, paper towels and a bowl of hot soapy water for hand washing • Tissues and paper towels should be disposed of into a plastic bag which must be sealed and placed securely for 72 hours before being put into general rubbish collection • Other attendees should leave contact details for track and trace and then leave the premises • Caretaker must be informed so the hall can be closed for 72 hours and then deep cleaned 	<ul style="list-style-type: none"> • Hirers may want to bring a forehead thermometer to groups so they can check temperature if someone develops symptoms 	

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