

Covid -19 Risk Assessment for Kenninghall Village Hall Undertaken 8 April 2022



The COVID-19 Risk Assessment has been carried out in consultation with self employed or volunteer cleaners and caretaker. This draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

Despite the removal of restrictions, 2m social distancing should be encouraged in less well ventilated spaces and to protect vulnerable people. Where not possible mitigation measures such as face coverings are encouraged.

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 guidance for specific activities issued by government and local authorities.
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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 that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any 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. Staff/volunteers provided with protective overalls and gloves. Contractors provide own.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, The priority should be frequently used surfaces eg tables, sinks, handwash-basins, light switches (cloths not sprays should be used on electrical equipment). Action taken: 12/4/2022 new notice posted on front door and amended special conditions of hire during covid-19 agreed by committee.</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 clinically vulnerable or unvaccinated: 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 changing situation.</p>	<p>Discuss situation with staff/volunteers to identify whether provision of protective clothing, mitigation such as face coverings and cleaning surfaces before they work is sufficient to mitigate their risks.</p>	<p>Staff/volunteers will need to be warned immediately if someone tests 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. It is important people know they can raise concerns. Action taken: 8/4/2022 discussed with caretaker, cleaning equipment always made available for hirers, materials for cleaner in janitors store. Special conditions of hire include cleaners phone number so they can be warned if someone tests positive.</p>

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Social distancing still advisable with vulnerable people and those you are not in regular contact with. Risk to hirers/ event organisers and to those attending the hall	Risk is people attending mingle with others they are not usually in contact with, which may spread the virus and worry other users.	Adjust hire conditions to cover this. Maintain signage. Discuss hirer concerns with them, as adjustments continue to be advisable eg to seating arrangements.	Event organisers should encourage respect for other people. Action taken: 12/4/22 new notices and amended conditions of hire during covid-19 sent to hirers, agreed.
Car Park/paths/ patio/exterior areas	People drop tissues and face masks.	Cleaner/caretaker asked to check area outside doors for rubbish which might be contaminated. Wear plastic gloves and remove.	Outside areas are less risky. Ordinary litter collection arrangements can remain in place.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.	Action taken: 12/4/22 New poster and revised Special conditions of hire in place Hand sanitiser and wipes for cleaning surfaces in entrance and all rooms. Bins emptied regularly by cleaner and volunteers.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Social distancing to be observed	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers before use or by hall cleaning staff.	Action taken: 8/4/2022 and 12/4/22 Front door poster asks hirers to respect people's space, partic vulnerable users. Poster on front door asks hirers to wash hands/use sanitiser. Hand sanitiser is provided in all rooms. Special conditions of hire doc asks hirers to clean frequently used surfaces. Wipes provided in all rooms. Rota for volunteer/cleaner cleaning door handles once a day established: Mon-CF; Tues-MS; Wed-PK; Thur-MS; Fri-PK; Sat-PF; Sun-PF

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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.	Cushioned chairs with arms are reserved only for those who need them by reason of infirmity or who are clinically vulnerable Ask those moving them to wear plastic gloves.	8/4/2022 - The upholstered fabric armchairs are not currently in general use.
Memorial Room	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms.	Recommend hirers hire larger meeting spaces and avoid use of small rooms except for small meetings. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.	8/4/22 - Room occupancy limits (to meet fire regulations) not to be exceeded. Hirers requested to clean surfaces and equipment in amended Special Conditions of Hire doc 12/4/22.
Kitchen	Social distancing more difficult. Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge, crockery/cutlery Kettle/hot water boiler Cooker/Microwaves	Hirers asked to respect people's space, especially the vulnerable. Hirers to clean all areas likely to be used, wash, dry and stow crockery and cutlery after use. Hirers to bring own teatowels. Hand sanitiser, soap and paper towels to be provided	8/4/22 - Hirers asked to respect others space (reiterated in 12/4/22 revised Special conditions. Cleaning materials have always made available in kitchen cupboard, and regularly checked and re-stocked as necessary. Notice to be put on cupboard door stating materials are in there. Amended Special Conditions of Hire 12/4/22 continues to request hirers to clean surfaces and equipment, and to bring own teatowels. Hand sanitiser, soap and paper towels all in place since hall opened. Food hygiene rules in place -we follow government guidance with respect to preparation and serving of food.

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Snooker Room	Door handles, light switches	Hirers to respect people's space, and use of hand sanitiser. Cleaning equipment, door handles and switches.	8/4/22 - Players bring own cues. Door handles, light switches and equipment regularly cleaned. Hand sanitiser in room.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirers to respect people's space, and use of hand sanitiser.	12/4/22 Hirers asked to respect others space and use hand sanitiser (reiterated in 12/4/22 revised Special Conditions). Plantroom store not generally available to hirers.
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 staff have precleaned out of hours. Consider posters to encourage 20 second hand washing.	8/4/22 - we ensure soap, and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Notices posted. Regular cleaning programme for toilets, switches, door handles.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves/using hand sanitiser.	8/4/22 – we purchased a card reader in 2021, and accept cashless payment at events. We provide hand sanitiser, and gloves are available in entrance lobby.

Undertaken 8 April by: Pete Kay, Michael Sharland, Paul Forster, Anne Kay