

COVID-19 Risk Assessment for re-opening Cowbit Village Hall

AUGUST 11, 2021

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.

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 you might like to consider

<u>Area or People at Risk</u>	<u>Risk identified</u>	<u>Actions to take to mitigate risk</u>	<u>Notes</u>
<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.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Follow PHE guidance and PPE if deep cleaning is required following a positive case.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, 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 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>Identify any vulnerable staff/volunteers and consider each circumstance individually</p> <p>Mental stress from handling the new situation.</p>	<p>Staff/volunteers advised to wash outer clothes after cleaning duties.</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.</p> <p>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>Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall</p>	<p>Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p>Recommend on the hirers agreement that all event organisers manage:</p> <p>Social distancing where possible</p> <p>Track and Trace for their event</p> <p>Ventilate the Main Hall by opening windows and doors</p> <p>Wipe down regularly used surfaces such as door handles, taps handles before and after their event with wipes provided.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people.</p> <p>Avoid raised voices or loud music so that people have to shout to be heard.</p>
<p>Car Park /Exterior area</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p>Notices to remind individuals to socially distance where possible.</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>Outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Parking area is spacious and allows social distancing.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

<p>Entrance Hall/Lobby</p>	<p>“Pinch points” and busy areas where risk is social distancing is not possible as a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identified as a “pinch point” and busy areas. Provide signage to encourage social distancing.</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked regularly</p>
<p>Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Wipe down regularly used surfaces such as door handles, light switches before and after your event.</p> <p>Posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- storing if needed.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chairs, window blinds</p> <p>Social distancing still advisable</p>	<p>Wipe down regularly used surfaces such as door handles, taps handles before and after your event, wipes will be supplied please let us know if stocks are running low.</p> <p>Recommend social distancing where possible to hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Wipes will be supplied please let us know if stocks are running low.</p> <p>Provide hand sanitiser.</p>

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. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers must use a fresh tea towel and must put used tea towels, into the dirties basket. Hand sanitiser, soap and paper towels to be provided	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. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Room – Hall & Outdoor (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Wipe down regularly used surfaces such as door handles, light switches before and after your event. Hirer to control accessing and stowing equipment to encourage social distancing.	Regular Hall Users have space allocated. Private hirers have no need to use the storage cupboards. Outdoor storage is limited to approved users.