

**I have read Halberton Village Hall's  
COVID-19 Risk Assessment for there-opening Village of Halberton Village Hall September  
2020**

The COVID-19 Risk Assessment has been carried out in consultation with our cleaner (HSE guidance).

When devising our risk assessment we have identified "*pinch points*" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk (eg entrance corridor) than remaining in a more confined space (eg kitch or a toilet area) were people remain longer. For these areas they will be either closed or have a waiting system imposed.

**Important Notes:**

1. We will update our COVID-19 Risk Assessment in the light of any new government advice that may be forthcoming.
2. This document is in compliance with relevant legislation and guidance issued by government and local authorities.
3. When devising this document we have been mindful of our non COVID-19 Hall Risk Asseessment to ensure that issues raised due to COVID-19 have not negatively impacted on risks identified in this document.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. it is mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

**I have read and understood this risk assessment and special conditions of hire documents and will implement and comply with the actions identified to mitigate the risk of COVID-19**

**Signed .....**

**Activity .....**

**Date .....**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Cleaner, contractors and trustees</b> – Identify what work activity or situations might cause transmission of the virus and likelihood people 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 COVID19 on the premises. Occasional Maintenance workers.</p>	<p><b>Stay at home guidance if unwell at entrance and in main hall. Cleaner/trustees provided with protective overalls and plastic or rubber gloves. Face mask to be worn. Contractors provide their own.</b> <b>Cleaner/trustees advised to wash outer clothes after cleaning duties.</b> <b>Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.</b></p>	<p>Cleaner/trustees 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><b>Cleaner, contractors and trustees</b>– think about who could be at risk and likelihood cleaner / trustees could be exposed.</p>	<p>Cleaner/trustees who are either extremely vulnerable or over 70.</p> <p>Cleaner or trustees 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><b>Trustees in the vulnerable category will not do any work for the time being.</b></p> <p><b>Do not ask any contractor, over 70, to do any maintenance work.</b></p> <p><b>Talk with cleaner / trustees regularly to see if arrangements are working.</b></p>	<p>Cleaner /trustees will need to be warned immediately if someone is tested positive for COVID19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the trustee agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p><b>Car Park/paths/patio/exterior areas</b></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><b>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b>  <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b>  <b>Wear plastic gloves and remove.</b></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.</p>
<p><b>Entrance hall/lobby/corridors</b></p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p><b>“Pinch points” identified and busy areas. Two metre spacing marked in entrance area. One- way system operating with signage clearly displayed. Face mask to be worn.</b>  <b>Door handles and light switches to be cleaned regularly.</b>  <b>Hand sanitiser provided.</b></p>	<p>Hand sanitiser checked regularly.</p> <p>Provide more bins (if required), in entrance hall, each meeting room. Empty regularly.</p>
<p><b>Main Hall</b></p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.</b></p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p>

<p><b>Main Hall</b></p>	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Social distancing to be observed.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p>	<p><b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Face mask to be worn.</b></p> <p><b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>Any items which are more difficult to clean which can be touched by the public are removed.</p> <p>Bring own equipment eg mat, water bottle. If the stage is required the hirer will need to control access and clean as required.</p> <p>Provide hand sanitiser.</p>
<p><b>Small meeting rooms</b></p>	<p>Social distancing more difficult in smaller areas.</p> <p>Door and window handles, light switches, tables, chair backs and arms. Printer and other accessories..</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p><b>Recommend hirers hire larger meeting spaces and avoid use of small rooms.</b></p> <p><b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b></p> <p><b>Rooms with carpeted floors not hired for keep fit type classes.</b></p> <p><b>Face mask to be worn.</b></p>	<p>Small meeting rooms will be closed. Only hiring larger rooms eg main hall and the Jubilee Room.</p>
<p><b>Kitchen</b></p>	<p>Social distancing more difficult</p> <p>Door and window handles, light switches, working surfaces, sinks and cupboard/drawer handles.</p> <p>Fridge/freezer, crockery/cutlery kettle/hot water boiler/cooker/microwave.</p>	<p><b>The kitchen and it's facilities will be closed to restrict access. Hirers to bring their own drink bottles and food for the time being.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided when open.</b></p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p>

<p><b>Jubilee Room</b></p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Transmission by touching snooker equipment.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.</b></p> <p><b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</b></p> <p><b>Hirers to bring their own snooker equipment. Snooker equipment eg rests and snooker balls provided by the hall to be cleaned by the hirer before and after use. Face mask to be worn.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided when open.</b></p> <p><b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchenette surfaces, regularly checked and re-stocked as necessary.</p> <p>Any items which are more difficult to clean which can be touched by the public are removed. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>No other snooker hire for 72 hours after previous hire unless the same hirer in the same "bubble"</p> <p>Provide hand sanitiser.</p>
<p><b>Toilets</b></p>	<p>Social distancing difficult. Surfaces in frequent use eg door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p><b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b></p> <p><b>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</b></p> <p><b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b></p>	<p>Soap, paper towels, tissues and toilet paper regularly replenished.</p> <p>Disabled unisex toilets open (*3)</p> <p>Main toilet block to remain closed.</p>

