

Supplementary COVID-19 Risk Assessment for re-opening Sheepscombe Village Hall

This document outlines the additional risk management measures to be taken to protect everyone entering the Sheepscombe Village Hall premises and grounds during the COVID-19 pandemic. These measures supplement the standard Sheepscombe Village Hall risk assessment.

The overall aim of the additional risk management measures is to minimise the likelihood that reasonable use of the village hall during the current phase of the pandemic contributes to the further spread of the COVID-19 virus. The measures adopted fall into four categories:

1. measures to support HMG's track and trace processes
2. measures to support and encourage personal hygiene on site
3. measures to maintain social distancing on site
4. measures to minimise contact with contaminated surfaces on site

The contents of this document have been agreed by the Sheepscombe Village Hall Trustees and will be updated from time to time as new information becomes available or government advice changes.

Sheepscombe Village Hall Trustees

August 2020

What are the hazards?	Who might be harmed and how?	Actions to mitigate risk
Spreading COVID-19 by not supporting HMG track and trace measures	Secondary contact eg. people in contact with hall users following evidence of a possible transmission event on hall premises	<ul style="list-style-type: none"> - Keep records of hall usage so that Trustees/Volunteers at greater risk can be identified if necessary. - Require users/hirers of hall to make a record of those in attendance, including contact details, and keep for one month.
Getting or spreading coronavirus by people on site not washing hands or not washing them adequately	Village Hall Trustees Volunteers Users Visitors Contractors	<ul style="list-style-type: none"> - Provide water, soap and drying facilities (disposable paper towels) in toilets and kitchen - Provide hand sanitiser at entrance to hall and the exit - Include reminder of the importance of hand-washing in COVID-19 hall user guidelines - Put signs up to remind people to wash their hands thoroughly/use hand sanitiser - Ensure washing/sanitising facilities are checked regularly
Getting or spreading COVID-19 in common-use areas of the site via direct person-to-person transmission.	Village Hall Trustees Volunteers Users Visitors Contractors	<p>General measures to maintain social distancing:</p> <ul style="list-style-type: none"> - Stay-at-home-if-unwell notice at entrance to hall - Limit events at the hall to maximum of one per day - Limit total no. of people permitted at events in the hall (limit will vary with event type). - Booking in advance required for events that could otherwise exceed maximum numbers permitted. - The equivalent of two-seat gaps required between individuals or household groups for seated events – or 1 metre if mitigating measures used (eg face masks) - Require hall users to ensure good ventilation to communal areas eg. open windows whenever possible - Hall users instructed to isolate someone displaying COVID-19 symptoms on site into the disabled toilet until they can leave. The disabled toilet has hand-washing facilities.

- Include instructions on maintaining social distancing in COVID-19 hall user guidelines
 - Put reminder notices in the hall about social distancing
- Specific measures to maintain social distancing:
- (a) Main Hall
 - Limit of 30 people in the Main Hall at any one event
 - (b) Small Hall
 - Limit of 6 people permitted in the Small Hall at any one time
 - (c) Kitchen
 - Limit of 3 people permitted in kitchen at any one time
 - Hirer asked to take particular care to maintain social distancing in kitchen for vulnerable people eg. over 70s.
 - (d) Toilets
 - Limit of 1 person in each of the toilets at any one time
 - Signs put in place to indicate Vacant/Engaged
 - Hirer required to control toilet access to maintain social distancing particularly in relation to vulnerable people eg. those over 70.
 - (e) Pinch points, entrances / exits,
 - Distancing-marks in place for queueing at entrances
 - One-way system & signage introduced
 - No queuing allowed for food/drink (eg. at kitchen hatches). Light refreshments can be consumed on site if brought by individuals for their own use, or served to seated individuals
 - (f) Store room
 - Limit of 2 people in the store room at any one time
 - (g) Other interior locations
 - No common-use areas so no extra measures needed
 - (h) External gravelled car park area
 - 2m distancing marks in place for queueing to enter hall
 - (i) External grassed playground area
 - Notice to require playground users to maintain social distancing

<p>Getting or spreading COVID-19 in common-use areas of the site via indirect transmission eg. touching contaminated surfaces.</p>	<p>Village Hall Trustees Volunteers Users Visitors Contractors</p>	<p>Measures to reduce risk for Trustees/Volunteers:</p> <ul style="list-style-type: none"> - Guidance for Trustees/Volunteers needing to enter hall to carry out hall maintenance tasks and/or COVID-19 risk management measures. - Vulnerable Trustees/Volunteers advised not to carry out hall maintenance tasks and/or COVID-19 risk management measures which might expose them to risk. - If necessary, provision of protective equipment for Trustees/Volunteers carrying out hall maintenance tasks and/or COVID-19 risk management measures (contractors to provide own protective equipment). - Trustees/Volunteers advised to wash outer clothes after carrying out hall maintenance tasks and/or COVID-19 risk management measures <p>General measures to reduce surface contamination risks:</p> <ul style="list-style-type: none"> - Regular general cleaning of common-use areas - General cleaning checklist that requires cleaners to clean thoroughly all frequently-touched areas: door handles, light switches, window catches, tables, chair backs and arms, audio-visual equipment, blinds. - Difficult-to-clean items likely to be touched (eg. curtains) removed if possible. - Kitchen cleaning checklist that requires cleaners to clean thoroughly work surfaces, sinks, cupboard / drawer handles, crockery / cutlery, glasses, kettle / hot water boiler, cooker / microwave. - Hirers required to bring own tea-towels if using kitchen - Toilet cleaning checklist that requires cleaners to clean thoroughly basins, toilet handles, toilet seats etc. - Hall users responsible for cleaning any stored hall equipment that they use before & after each use of hall - Waste bins provided and emptied regularly - Waste materials handled according to PHE advice - Conditions of hall use include prohibition of cash handling. Event organisers to arrange methods of online or other non-cash transactions if possible. - Require cleaners to remove rubbish from the car park area that might be contaminated eg. tissues. - A notice to require play area users to sanitise their hands before and after use; cleaners to remove rubbish that might be contaminated eg. tissues.
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