



COVID-19 Risk Assessment for re-opening Burghfield Village Hall – September 2021.

This is the COVID-19 Risk Assessment for Burghfield Village Hall.

A key part of the risk assessment is in identifying “pinch points” where social distancing of 2 metres cannot be maintained. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins, and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g., engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment will 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.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers	<p>Cleaning surfaces, door handles and light switches infected by people carrying the virus.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell.</p> <p>Staff, contractors and volunteers provided with relevant PPE.</p> <p>Everyone advised to wash outer clothes after cleaning duties.</p> <p>Follow PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>A cleaning schedule will be drawn up and used for all cleaning operations.</p>
Staff, contractors and volunteers	<p>Staff who are either extremely vulnerable or over 70.</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>Mental stress from handling the new situation.</p>	<p>Discuss situation with staff over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p> <p>Talk to those concerned and advise them to seek testing to put their minds at rest.</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>Testing is available to everyone.</p>

<p>Staff, contractors, trustees and volunteers</p>	<p>Deep cleaning premises following someone falling ill with COVID-19 on the premises.</p> <p>Occasional maintenance works</p>	<p>The hall will not be used for 72 hours following notification of an attendee testing positive to COVID-19. Enhanced cleaning will take place before the hall is used again.</p> <p>Contractors, volunteers and trustees provided with PPE. Everyone advised to wash outer clothes after cleaning duties. Everyone given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Enhanced cleaning schedule to be drawn up and used</p> <p>The hall to be cleaned before and after any maintenance work takes place.</p>
<p>Car Park/paths/patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p>	<p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</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.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</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>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be encouraged by hirers and users of the hall.</p>	<p>Provide bins in each meeting room. Empty regularly.</p>

Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	Ensure cleaning products and wipes are available for hirers
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, i.e. more frequently.	Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs.	Ensure cleaning products and wipes are available for hirers
Longton Hall	Encourage social distancing in smaller areas	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	Ensure cleaning products and wipes are available for hirers
	Soft furnishings which cannot be readily cleaned between use. Projection equipment, Screen, Window blinds. Social distancing to be observed	Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser.

Hipwell Room	Social distancing difficult in smaller areas – hirers to be reminded of responsibility. Door and window handle, Light switches, Tables and chairs.	Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc. Hirers to be encouraged to wash hands regularly.	Ensure cleaning products and wipes are available for hirers. Provide hand sanitiser.
West Wing	Social distancing difficult in smaller areas - hirers to be reminded of responsibility. Door and window handles, light switches, remote controls, projector and screen, tables and chairs. Floors with carpet tiles less easily cleaned.	Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc. Hirers to be encouraged to wash hands regularly.	Ensure cleaning products and wipes are available for hirers. Provide hand sanitiser.
Kitchens	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.	Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
	Cooker/Microwave	Hand sanitiser, soap and paper towels to be provided	Hand sanitiser, soap and paper towels to be provided
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 Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
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 engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.