

**ST LEONARDS and ST IVES VILLAGE HALL**  
**MANAGEMENT COMMITTEE**  
Registered Charity Number 270967

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. 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. 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 may need to be updated in the light of any new government advice that may be forthcoming.
2. 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	Notes
<b>Staff, contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	<ul style="list-style-type: none"> <li>• Cleaning surfaces infected by people carrying the virus.</li> <li>• Disposing of rubbish containing tissues and cleaning cloths.</li> <li>• Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> <li>• Occasional maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stay at home guidance if unwell on signs throughout the premises.</b></li> <li>• <b>Staff/volunteers provided with protective aprons and plastic or rubber gloves. Contractors provide their own.</b></li> <li>• <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></li> <li>• <b>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</b></li> </ul>	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><b>Staff, contractors and volunteers</b>— think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<ul style="list-style-type: none"> <li>• Staff/volunteers who are either extremely vulnerable or over 70.</li> <li>• 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.</li> <li>• Mental stress from handling the new situation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff in the vulnerable category have been advised not to attend work for the time being.</b></li> <li>• <b>Discussions have been held with staff/volunteers 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.</b></li> <li>• <b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></li> </ul>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<ul style="list-style-type: none"> <li>• Social distancing is not observed as people congregate before entering premises.</li> <li>• Parking area is too congested to allow social distancing.</li> <li>• People drop tissues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>2 metre waiting areas have been marked outside all potential entrances to encourage care when queueing to enter.</b></li> <li>• <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, eg tissues. Wear plastic gloves and remove.</b></li> </ul>	<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 collections can remain in place. Provide plastic gloves.</p>

Entrance hall/lobby/corridors	<ul style="list-style-type: none"> <li>• Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</li> <li>• Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>“Pinch points” and busy areas have been identified. Social distancing reminder tape has been used throughout the premises.</b></li> <li>• <b>Door handles and light switches to be cleaned regularly.</b></li> <li>• <b>Hand sanitiser to be provided.</b></li> </ul>	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall, Annexe and The Russell Room (formerly the committee room)	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chair backs and arms.</li> <li>• Social distancing to be observed. <i>May be more difficult in smaller areas</i></li> <li>• Will have to advise Test, Track and Trace in the event of a someone falling ill with suspected COVID-19 whilst in the premises</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers wherever possible. Provide services of a cleaner if necessary, at fees to be agreed on case-by-case basis.</b></li> <li>• <b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b></li> <li>• <b>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</b></li> <li>• <b>Each hirer must leave a list of all attendees at every hire of the hall</b></li> </ul>	<p><i>Provide kettle point for making drinks in The Russell room to avoid mixing with main hall users of the kitchen</i></p> <p>Provide sanitiser.</p> <p>Caretaker to remind hirer on arrival, collect and put in postbox on departure</p>

Upholstered seating	<ul style="list-style-type: none"> <li>• Virus may remain on fabric.</li> <li>• Cannot readily be cleaned between use as frequent cleaning could damage fabric</li> <li>• Metal and wood parts liable to be handled should be cleaned</li> </ul>	<ul style="list-style-type: none"> <li>• <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></li> </ul>	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching unless wearing plastic gloves. They can be sprayed lightly with anti-bac spray provided at each sanitisation point
Stage	<ul style="list-style-type: none"> <li>• Curtains.</li> <li>• Social distancing.</li> <li>• Lighting and sound controls.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Deny access to stage unless specific required by hirer.</b></li> </ul>	
Kitchens	<ul style="list-style-type: none"> <li>• Social distancing more difficult.</li> <li>• Door and window handles.</li> <li>• Light switches.</li> <li>• Working surfaces, sinks. cupboard/drawer handles.</li> <li>• Fridge/freezer.</li> <li>• Crockery/cutlery.</li> <li>• Kettle/hot water boiler.</li> <li>• Cooker.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b></li> <li>• <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels will be provided.</b></li> <li>• <b>Ask hirers to preferably bring their own food and drink for the time being.</b></li> </ul>	<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>
Store cupboards (cleaner etc)	<ul style="list-style-type: none"> <li>• Social distancing not possible.</li> <li>• Door handles, light switch.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></li> </ul>	
Storage Rooms (furniture/equipment)	<ul style="list-style-type: none"> <li>• Social distancing more difficult.</li> <li>• Door handles in use.</li> <li>• Equipment needing to be moved not normally in use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hall cleaner cleans and/or hirer to clean equipment required before use.</b></li> <li>• <b>Hirer to control accessing and stowing equipment to encourage social distancing.</b></li> </ul>	Chairs and trolleys have been moved out into rooms which will facilitate social distancing and the help to prevent potential “pinch point” around the main lobby storage room.

Toilets	<ul style="list-style-type: none"> <li>• Social distancing difficult.</li> <li>• Surfaces in frequent use: door and toilet hands, light switches, basins seats etc.</li> <li>• Baby change unit. <b>Vanity surfaces and mirrors</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirer to control users, to one at a time, with attention to more vulnerable users.</b></li> <li>• <b>Hirer to clean all surfaces etc before public arrive unless cleaner has already done so.</b></li> <li>• <b>Engaged vacant signs placed on toilet doors.</b></li> </ul>	Ensure soap, paper towels, tissues, toilet paper are regularly replenished and leave sufficient stocks of these on sanitisers stations.
Boiler rooms	<ul style="list-style-type: none"> <li>• Door handle, light switch</li> <li>• Social distancing not possible</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Public access unlikely</b></li> <li>• <b>Cleaner to decide cleaning frequency</b></li> </ul>	
Events	<ul style="list-style-type: none"> <li>• Handling cash and tickets</li> <li>• Too many people arrive</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirers/organisers to arrange online system and cashless payments if possible</b></li> <li>• <b>Cash payments to be handled by one individual, wearing gloves</b></li> <li>• <b>For performances: seats to be limited, booked in advance with 2 empty seats between household groups</b></li> </ul>	