

Braishfield Village Hall COVID-19 Risk Assessment: September 2020

Area or People at Risk	Risk	Mitigation	Action
Volunteers, and contractors	<ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus. • Disposing of rubbish containing tissues and cleaning cloths. • Deep cleaning premises if someone falls ill with CV-19 on the premises. • Occasional maintenance workers. • Volunteers carrying out cleaning, or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. 	<p>Stay at home guidance displayed at entrance.</p> <p>Volunteers advised to wash outer clothes after cleaning duties.</p>	<ol style="list-style-type: none"> 1. Cleaning guidance discussed with hall cleaner. 2. Signage to be displayed. 3. Special Conditions of Hire document provided and stipulate requirements. 4. Hirers will need to notify Committee if someone from their group is tested positive for COVID-19 who has been on the premises.
Entrance hall	<ul style="list-style-type: none"> • People congregating in entrance. • Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. • Door handles, light switches in frequent use. 	<p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by entrance.</p> <p>Signage to be provided.</p>	<ol style="list-style-type: none"> 1. Hall cleaner to start cleaning door handles, light switches and “pinch points” as part of updated routine. 2. Special Conditions of Hire document provided and stipulate cleaning requirements. 3. Hand sanitiser and disinfectant will be provided. 4. Bin to be provided in entrance hall and emptied by the hall’s cleaner.
Main Hall	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chair backs and arms. • Soft furnishings which cannot be readily cleaned between use. • Social distancing to be observed. 	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<ol style="list-style-type: none"> 1. Special Conditions of Hire form stipulate actions for hirers to clean before and after use and ventilate. 2. Hall will provide hand sanitiser and disinfectant/wipes. 3. Window curtains removed. Stage area closed.

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Committee Room	<ul style="list-style-type: none"> • Social distancing more difficult in smaller areas. • Door and window handles, light switches. • Tables, chair backs and arms. Carpeted floor. 	Recommend hirers hire larger hall where possible. Surfaces and equipment to be cleaned by hirers before use. Rooms with carpeted floors not hired for keep fit type classes.	1. Bookings of hall & committee room to be staggered to avoid gatherings.
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	Kitchen to be locked and not in use. Hirers to bring their own hot water.	1. Kitchen will be locked. 2. Special Conditions of Hire document stipulate requirements.
Cleaner's cupboard (lobby)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	1. Hall cleaner to wipe down vac after use. 2. Hirers asked to wipe down equipment if used.
New Storage Room	Social distancing more difficult - door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	1. Hirers to clean and store furniture used. 2. Special Conditions of Hire document stipulate requirements.

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Toilets	<ul style="list-style-type: none"> • 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. Hirer to clean all surfaces before public arrive.	<ol style="list-style-type: none"> 1. Hall cleaner to ensure soap and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. 2. Ladies entrance door to be propped open with a wedge for ventilation. 3. Provide antibacterial wipes to wipe down after use. 4. Signage required for Occupied/Vacant to enable one in/one out system.
Stage	<ul style="list-style-type: none"> • Curtains • Social distancing • Lighting and sound controls 	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	Stage not in use.
Events	<ul style="list-style-type: none"> • Handling cash and tickets • Too many people arrive 	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves.	<ol style="list-style-type: none"> 1. Special Conditions of Hire document stipulate requirements.