



Stenton Village Hall

COVID-19 Risk Assessment

Notes:

1. This 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.

People or Area at Risk	Risk Identified	Action to Mitigate Risk	Notes
SCA hall users, non SCA hall users, Occasional maintenance workers - Identify what situations might cause transmission of the virus and likelihood people could be exposed.	<p>Cleaning surfaces possibly infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths</p> <p>Someone falls ill with COVID-19 on the premises.</p>	<p>Please do not enter guidance at entrance if you or someone at home have symptoms or waiting a test or test result. Also advice on face masks, hand hygiene and physical distancing. Good practice signs displayed where appropriate.</p> <p>SCA members provided with disposable apron and gloves. Occasional Maintenance workers provide their own.</p> <p>Move unwell person to safe waiting area in old entrance until transport home or to hospital arranged. Provide covid treatment box (masks, face shields, gloves, hand sanitiser, tissues, rubbish bag, wash bowl, soap, paper towels). Follow COVID-19 Treatment Plan.</p> <p>Deep clean of hall ensuring PPE worn as appropriate following confirmed positive COVID-19 case.</p>	<p>SCA members/cleaner may need guidance as to cleaning and cleaning frequency. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p> <p>Ensure contact details taken for attendees of SCA organised events. Retain this temporary record for 21 days to support Test and Protect.</p> <p>Responsibility for contact tracing for non SCA events lies with Hirers of hall as per T's & C's.</p>

People or Area at Risk	Risk Identified	Action to Mitigate Risk	Notes
<p>SCA hall users, non SCA hall users, Occasional maintenance workers - think about who could be at risk and their likelihood of exposure.</p>	<p>Those who are either extremely vulnerable or over 70</p> <p>Those 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 those extremely vulnerable or over 70 to identify whether cleaning surfaces before they enter is sufficient to mitigate their risks, or whether they should cease to enter for the time being.</p> <p>Ensure those carrying out cleaning, caretaking or some internal maintenance tasks are aware of guidelines to keep themselves safe - wearing of masks, gloves etc</p>	<p>SCA members 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 the person agrees it can be shared.</p>
<p>Car Park/paths/exterior areas</p>	<p>Respectful physical distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Consider marking out 2 metre waiting area outside all entrance with tape to encourage care when queueing to enter.</p> <p>SCA members asked to check area outside for rubbish which might be contaminated, e.g. tissues. Wear disposable gloves and remove.</p>	<p>Transitory lapses in physical 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. Ensure disposable gloves available.</p>
<p>Entrance area/lobby/corridors</p>	<p>Possible "pinch points" and busy areas where risk is physical distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Consider one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked daily. Provide bins, in entrance area, extension and main hall. Empty regularly.</p>

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Main Hall and extension	Door handles, light switches, tables, chairs, benches, window curtains and blinds	Door handles, light switches, tables, chairs, benches and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Respectful physical distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to hand sanitise and wash hands regularly.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser and bins for disposable waste eg tissues.
Kitchen	Physical distancing more difficult. Door and handles, light switches, work surfaces, sinks, cupboard/drawer handles. Fridge/freezer, dishwasher, cooker, soup urn, crockery/cutlery and kettles	Hirers are asked to control numbers using kitchen so as to ensure respectful physical 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. Consider asking hirers to bring their own crockery and cutlery Hand sanitiser, soap and paper towels to be provided	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and restocked as necessary. Consider closing kitchen if not required or restricting access.
Storage Rooms (furniture/equipment)	Physical distancing more difficult Door handles, light switches in use Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage physical distancing.	Consider whether re- arrangement will facilitate physical distancing.

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Toilets	Physical distancing difficult Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing, shelves and 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 SCA members/cleaner have pre-cleaned out of hours. Posters to encourage 20 second hand washing.	Ensure soap, paper towels and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Events	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, consider 1 or 2 seats between individuals or household/ groups. Cash payments/donations to be handled by one individual wearing gloves.	
Stage	Curtains Physical distancing Lighting and sound controls	Consider tying back stage curtains (or removal) Hirer to control access and clean as required.	