

Hope Village Hall

Covid-19 Risk Assessment

(compiled following advice and guidance from ACRE [Action With Communities in Rural England], dated 25th February 2022) and all current government guidelines

The government’s Covid-19 restrictions have now been lifted so it is more important than ever that vulnerable people, those who feel more cautious and those who have suffered as a result of isolation during the last few years feel confident using our village hall in order to improve their mental health and wellbeing. Consequently, in order to enable us to accommodate and support the vulnerable or nervous in our community, we encourage our users to follow the principles below.

This latest version of the HVH Risk Assessment has been prepared based on the above.

Area or people at risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Volunteers and contractors: Identify what work activity or situations might cause transmission of the virus and the likelihood of staff being exposed.</p>	<p>The cleaning of surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning of the premises if someone falls ill with Covid-19 on the premises.</p> <p>Occasional visits by maintenance workers</p>	<p>‘Stay at home if unwell’ guidance notices to be posted at the Hall’s entrance and in the Main hall.</p> <p>Automatic wall-hung hand sanitiser dispensers placed at the hall entrance and fire-door exit and by the kitchen and are replenished as necessary.</p> <p>Pump operated hand sanitiser dispensers in all rooms and placed around the main hall.</p> <p>Waste bins (with bags) placed in the Entrance Hall, Committee Room, Kitchen and beside the fire-door exit in the Main Hall. Bags to be disposed of as general waste after each event.</p> <p>Face masks and gloves available for all volunteers. Contractors to provide their own.</p> <p>Employed cleaner will attend every Monday to make a ‘general clean’ and to disinfect commonly touched surfaces.</p>	<p>Volunteers and the employed cleaner have been given guidance as to what to clean, and how, e.g. disinfected cloths must be used to wipe light switches and electrical appliances rather than spraying them with disinfectants; and rubberised and glued surfaces can become damaged by spray disinfectants being used too frequently.</p> <p style="text-align: center;">and</p> <p>To follow guidance issued by HMG at: HMG cleaning guidance</p>

		<p>Volunteers to clean those rooms used at events and disinfect all commonly touched surfaces after any use of the Hall.</p> <p>Volunteers and the employed cleaner given guidance from HMG cleaning guidance</p> <p><u>In the event of volunteers or the employed cleaner having to clean up after someone falling ill with, or suspected with symptoms of, Covid-19 on the premises:</u></p> <ul style="list-style-type: none"> - A plastic 'Covid First Aid Box' containing aprons, goggles, masks and gloves (located in the HVH storeroom) to be used by volunteers for cleaning duties; - those volunteers are advised to wash their outer clothes after cleaning duties; - all waste to be double-bagged, taken off-site to a secure place and disposed of as general waste after 72 hours. - HVH closed and deep-clean undertaken 	
<p>Volunteers and contractors: Think about who could be at risk and the likelihood that volunteers could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70.</p> <p>Volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus entered the premises and falls ill.</p>	<p>Volunteers in the vulnerable category are advised to consider attending the Hall for the time being.</p> <p>Discuss the situation with those volunteers who are over 70 to identify whether provision of protective clothing and the cleaning of surfaces before they work is sufficient to mitigate their risks, or whether they should cease work for the time being.</p> <p>Hold regular discussion with the volunteers and the trustees to see if the imposed arrangements are working.</p>	<p>Volunteers will need to be warned immediately if someone who has been on the premises is tested positive for Covid-19.</p> <p>Details of a volunteer's medical condition must be kept confidential, unless the person agrees it can be shared.</p> <p>It is important that people know they can raise</p>

			<p>concerns.</p> <p>Windows are opened, when possible and safe to do so, to permit ventilation.</p>
<p>Car park, paths and other exterior areas</p>	<p>Social distancing may not be observed as people congregate before entering the premises.</p> <p>If a large event is held, the parking area may be too congested to allow social distancing.</p> <p>People drop tissues</p>	<p>Volunteers are asked to check the area outside the entrance/exit doors for any rubbish which might be contaminated, e.g. tissues.</p>	<p>Transitory lapses in social distancing in outside areas are less risky. The main risk is for vulnerable people or to be likely where people congregate.</p> <p>Ordinary litter collection arrangements can remain in place.</p>
<p>Entrance hall and vestibule</p>	<p>These are 'pinch-points' and busy areas are where the risk of breaching social distancing guidelines are greater.</p> <p>Door handles and light switches are in frequent use.</p>	<p>Identified as 'pinch-points' and busy areas.</p> <p>Door handles and light switches are cleaned regularly using disinfected cloths.</p> <p>Hand sanitiser is provided.</p>	<p>Hand sanitiser needs to be checked on every attendance.</p> <p>Waste bin is provided in the Entrance Hall to be emptied regularly as black waste.</p> <p>These are the responsibilities of the volunteer(s) on duty.</p>
<p>Main hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms are all risk areas, as are:</p> <ul style="list-style-type: none"> - Soft furnishings which cannot be readily cleaned between use; - Projection equipment and 	<p>Door handles, light switches, window handles/catches, tables, chairs and other equipment that has been used is to be cleaned by volunteers and/or the employed cleaner before and after each hiring event.</p> <p>Volunteers must read and follow the guidance issued by HMG at: HMG cleaning guidance</p>	<p>Provide hand sanitiser and spray disinfectant.</p> <p>Social distancing should be observed.</p> <p>Volunteers assisting visitors with items to purchase or borrow must sanitise their hands before touching the</p>

	<p>screen;</p> <ul style="list-style-type: none"> - Window curtains or blinds; <p>and</p> <ul style="list-style-type: none"> - Wall hanging displays, pictures, commemorative photos, etc. 	<p>All chairs have soft covers and will be spray disinfected after every use.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers.</p> <p>Notices are placed around the hall advising that items for sale or loan are not to be touched until acquired, or without assistance.</p> <p>Any returned books must be placed in a 'quarantine box' for a minimum of 72 hours before being returned for display. Cash donations to be placed in a bowl and handled by one person wearing gloves.</p> <p>Volunteers will put out and return to storage the required tables/chairs before a hiring event and clean them before and after use.</p>	<p>item.</p> <p>To avoid hirers accessing the furniture store, volunteers will put out what the hirer requires and space it to accord with social distancing and minimise face-to-face contact.</p> <p>On Community Cafe / lunch days, furniture must be placed to permit social distancing and to minimise face-to-face contact.</p> <p>Windows are opened, when possible and safe to do so, to permit ventilation.</p>
Committee Room	<p>Social distancing is more difficult in smaller areas.</p> <p>Photocopier use.</p> <p>Door and window handles/catches are vulnerable, as are:</p> <ul style="list-style-type: none"> - Light switches. - Tables, chair backs and arms. - Any equipment 	<p>Surfaces and equipment that will be used is to be cleaned by volunteers and/or the Hall's employed cleaner before and after every event.</p> <p>Hirers and their guests must clean any equipment they bring to the Hall, prior to entering.</p> <p>Disinfected cloths must be used to wipe electrical equipment.</p> <p>Users are to read and follow guidance issued by HMG at: HMG cleaning guidance</p>	<p>Windows are opened, when possible and safe to do so, to permit ventilation.</p>
Kitchen			

	<p>Social distancing is more difficult.</p> <p>Door and window handles/catches are vulnerable, as are:</p> <ul style="list-style-type: none"> - light switches; - working surfaces, sinks; - cupboard/drawer handles; - fridge/freezer; - crockery/cutlery; - kettle/hot water boiler; and - cooker/microwave <p>Customers for the Community Cafe</p>	<p>HVH volunteers are asked to control the numbers using the kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers should determine if they could retain Social distancing in arranging their activities.</p> <p>Hirers must clean all areas likely to be used before use; also to wash, dry and stow crockery and cutlery after use.</p> <p>Hirers must bring their own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided.</p>	<p>Cleaning materials are to be made available in a clearly identified location, e.g. a box on one of the kitchen surfaces, which is regularly checked and re-stocked as necessary.</p> <p>Consider closing the kitchen to restrict access if it is not required.</p> <p>On Community Cafe days, hatch service is possible for pre-prepared items with table service for hot food etc.</p>
Store cupboard (for general items, etc)	<p>Social distancing is not possible.</p> <p>Door handles etc are vulnerable.</p>	<p>Public access is not required or allowed.</p> <p>Volunteers or the employed cleaner must decide on the frequency of cleaning.</p>	<p>Social distancing can only be maintained on a one-out-one-in basis of accessing the storeroom.</p>
Storage room (for furniture)	<p>Social distancing is more difficult.</p> <p>Door handles in use.</p> <p>Equipment may need to be moved even when it is not normally in use.</p>	<p>Volunteers will put out and return to storage the required tables/chairs before a hiring event and clean them before and after use.</p>	<p>Social distancing can only be maintained on a one-out-one-in basis of accessing the storeroom.</p>
Toilets	<p>Social distancing is difficult.</p> <p>Surfaces are in frequent use and always vulnerable, as are:</p> <ul style="list-style-type: none"> - door handles; 	<p>Social distancing can only be maintained by allowing access on a one-out-one-in basis.</p> <p>Hirers should determine if they retain Social distancing by controlling the numbers accessing the</p>	<p>Soap, paper towels, tissues and toilet paper are regularly replenished by volunteers on duty.</p>

	<ul style="list-style-type: none"> - light switches; - basins; - toilet handles, seats etc; - baby changing and vanity surfaces; and - mirrors etc. 	<p style="color: red;">toilet at any one time, with attention to more vulnerable users.</p> <p>Bolts fitted to the outside doors of the male & female toilets permit application of this one-out-one-in stipulation.</p> <p>The Hall's employed cleaner will clean the toilets every Monday.</p> <p>Volunteers will clean all surfaces etc before the public arrive and after every event.</p>	<p style="color: blue;">Engaged/vacant locks are fitted to the toilets' external doors and signage and posters encourage 20-second hand washing.</p>
Events	<p>Handling cash and tickets creates a vulnerable situation.</p> <p>Too many people arrive.</p>	<p style="color: red;">For performances (when allowed), seats are to be limited and booked in advance with 2 seats left vacant between individuals or households.</p>	<p>Apart from raffles or some games at fairs etc HVH does not use tickets for events.</p>
Meetings: HVH Committee meetings or Hirer's	<p>HVH meetings are held on a socially distanced basis.</p> <p>Hirers should determine if they retain Social distancing at meetings/events, with particular attention to more vulnerable users.</p>	<p>Analysis of relevant HMG guidance made</p> <p>Evaluation is made of a hirer's requirements and the numbers attending and advice is provided in the Handbook for those using the Hall.</p>	<p>HVH has 'Covid Secure' status.</p> <p>Analysis paper filed as a record of this decision</p>