

# COVID-19 REQUIREMENTS

## Storrige Village Hall

Herefordshire



Final copy 22 August 2020

### COVID – 19 RISK ASSESSMENT

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<b>Opening up of the Hall</b>	Risk of contamination when opening and closing the external key safe.	<p><b>Short term</b> Provide the hirer with a key.</p> <p><b>Long term</b> Fit electronic entry system</p>	Each group will have a unique entry code to prevent misuse.
<b>Contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Entering premises after previous users, when surfaces may still harbour virus	<p><b>Short Term</b> Ensure availability of personal external key, to avoid key-safe.</p> <p><b>Long Term</b> Fit electronic entry system Require users to wipe down surfaces of equipment used, before leaving.</p> <p>Aim for 48 hour gap after users, before cleaning takes place.</p> <p>Use protective masks, gloves etc</p> <p>Availability of hand sanitiser, soap dispensers etc (as for all users)</p>	<p>Supplementary hire agreement to be signed by all hirers.</p> <p>Contractor's own responsibility but essential equipment should be available to anyone who needs it, including contractors</p>

## COVID – 19 RISK ASSESSMENT.....

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Committee members</b></p>	<p>Booking Secretary may have greater exposure to the public and premises</p> <p>Several committee members are in the vulnerable (over 70) group</p>	<p>Availability of hand sanitiser, soap dispensers etc (as for all users)</p> <p>Ensure maximum social distancing for meetings and recommend masks</p> <p>Members to be supported in any decision they make to avoid the premises for the time being</p>	<p>To be used before/after passing over keys, documents, etc.</p> <p>The committee is few enough to operate with at least 2 metres distance</p> <p>Quorum requirements could be an issue (virtual meetings are not permitted for charities if decisions are to be made)</p>
<p><b>Car Park/paths/ patio/exterior areas</b></p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</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>

## COVID – 19 RISK ASSESSMENT.....

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Entrance hall/lobby/corridors</b></p>	<p>People harbouring the virus could enter the premises</p> <p>Narrow corridor compromises social distancing</p> <p>Surfaces may harbour virus from previous users</p>	<p>Sign on entrance door reminding people not to enter if they have, or living with anyone who has, the virus</p> <p>Provide hand sanitiser at main entrance, with prominent signage.</p>	<p>(In place)</p> <p>(In place; refill supply available in cupboard)</p> <p>People will still need access to toilets but risk acceptable</p> <p>New cleaning log to provide assurance</p>

## COVID – 19 RISK ASSESSMENT.....

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Main Hall</b></p>	<p>Surfaces may harbour virus from previous users</p> <p>Large meetings may compromise social distancing</p> <p>Tables and chairs in use – potential risk if used by infected person</p> <p>Curtains</p>	<p>Enhanced cleaning regime to cover frequently touched surfaces</p> <p>Reduce maximum capacity limits to 25% of general fire risk assessment</p> <p>Open windows, exit door, to increase air flow Users to wipe down tables, chairs and light switches before and after use.</p> <p>Plastic Chairs will be provided and existing chairs placed out of use.</p> <p>These have been removed.</p> <p>Prominent signage on windows themselves.</p>	<p>New cleaning log to provide assurance</p> <p>Maximum number 18 in any event (Government guidance);</p>
<p><b>Upholstered seating</b></p>	<p>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, ie more frequently.</p>	<p>Plastic chairs are to be provided which are easy to sanitise.</p>	<p>To be purchased once agreed by the committee.</p>

**COVID – 19 RISK ASSESSMENT.....**

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Insert Date completed and any notes.</b>
<b>Small meeting rooms</b>	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms.	The upstairs room will be locked and the ground floor will become the <b>Covid – 19 Incident Room.</b>	The room is fully equipped with the necessary equipment and notices.
<b>Kitchen</b>	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	The kitchen will be kept locked at all times.	
<b>Store cupboards (cleaner etc)</b>	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
<b>Storage Rooms (furniture/equipment)</b>	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	The hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.

## COVID – 19 RISK ASSESSMENT.....

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<b>Toilets /Cloakroom</b>	Surfaces, fittings (taps etc) and equipment may harbour virus from previous users Users could compromise social distancing Users could infect or receive infection on surfaces	One-off 'deep-clean' to cover all surfaces Automatic hot water heaters provided. User groups to wipe down sink areas, both before and after use Enhanced cleaning regime to cover all surfaces Set maximum limits of 1 person per cloakroom. All three cloakrooms will be Unisex. Signage to encourage 20 second hand washing. Provide working soap dispensers.	New cleaning log to provide assurance Signs on doors necessary towel is acceptable, supply of paper towels may need to be increased.
<b>Playground, Play equipment and Outdoor gym equipment</b>	Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.	Sun and rain reduce the risk by reducing the period over which the virus remains active. Advisory notice erected in accordance with Government guidance on re-opening Playgrounds.	See separate risk assessments for Tiny Tots and other groups.

## COVID – 19 RISK ASSESSMENT.....

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<b>More risky activities:</b>	Fitness classes, indoor sports (e.g. pilates, yoga, )	<p>Complete mini risk assessment for each user group/activity, in particular to determine maximum numbers for each activity type</p> <p>Each user group to determine how to keep individuals (including visiting tutor, if applicable) appropriately distanced</p> <p>Windows and doors to be open as much as possible</p> <p>Routine cleaning regime to include floor cleaning with appropriate disinfectant; to be carried out post- use by the more active classes (i.e. pilates), and before being used by another hirer</p>	<p>This has to be done but does not need to be in writing as none involve employees</p> <p>Hall to agree with user group methods to ensure no damage to hall floor by use of tape, for example</p> <p>Users may also wish to vacuum floor before use.</p> <p>Portable vacuum to be made available, separate from the Hall cleaner's 'Henry' (which will not be accessible to hirers). Hires vacuum is in the Broom Cupboard.</p> <p>Post-use floor cleaning optional for yoga or pilates.</p>
<b>Cleaner (self employed)</b>	Contact with COVID-19 during cleaning	<p>Gloves to be worn when cleaning. Cleaning specification will be provided</p> <p>Face masks &amp; aprons to be worn when cleaning after suspected case of COVID 19.</p> <p>Follow PHE COVID 19: Cleaning in non-healthcare settings guidance where contamination is suspected.</p>	