

COVID-19 RISK ASSESSMENT FOR STEEPLE ASTON VILLAGE HALL

The following information is based on the DEFRA/ACRE/CFO government guidelines endorsed by the Hall's insurer, *Allied Westminster* and customised for Steeple Aston Village Hall.

Please read the information carefully and note that hirers are not covered under the Hall's insurance in case of a coronavirus outbreak and will need their own insurance cover.

If you have questions, please consult any of the following - your VHMC representative; Katie Rushworth, the Letting Agent; Barbara Brewer, VHMC Chair and Covid Officer; or Margaret Bulleyment, VHMC Secretary.

Your group organiser/teacher will deliver a safety briefing at your group's first session.

This Risk Assessment will be reviewed on a monthly basis and updated in the light of any new government guidance however this guidance changes frequently so please check online if in doubt –

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

MB Sept 2021

1

COVID – 19 RISK ASSESSMENT FOR STEEPLE ASTON VILLAGE HALL SEPT 2021

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Hirers, cleaner, volunteers and contractors (HCVCo)</p> <p>Who is at most risk?</p>	<p>Any person who according to government guidance is in a vulnerable category – over 70 or with a pre-existing medical condition.</p> <p>Any person carrying out cleaning tasks or maintenance could be exposed if a person carrying the virus has entered the building.</p> <p>Any person who might suffer mental stress from handling the new situation.</p>	<p>Advise those in the vulnerable category not to enter the building.</p> <p>Discuss with HCV whether provision of protective clothing and cleaning surfaces before they hire/work is sufficient. Contractors provide their own PPE.</p> <p>Talk with HCVCo regularly to check that arrangements are working.</p> <p>Notify NHS Test and Trace and all HCVCo IMMEDIATELY if someone who has been in the building has tested positive for CD-19.</p>	<p>Safety signs at the main entrance warning people to NOT ENTER if they have any CD-19 symptoms.</p> <p>HCVCo will need to be warned IMMEDIATELY if someone who has been in the building has tested positive for CD-19.</p> <p>Details of a person's medical condition must be confidential, unless they agree it can be shared.</p> <p>Make sure that HCVCo know they can raise concerns at any time.</p>

<p>Hirers, cleaner, volunteers and contractors (HCVCo)</p> <p>What activity or task is most likely to cause transmission of the virus?</p>	<p>Cleaning and touching surfaces infected by someone carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CD-19 on the premises.</p> <p>Occasional maintenance Workers.</p>	<p>Stay at home if unwell guidance at the entrance.</p> <p>HCVCo have been notified in the Special Hiring Conditions and by their representative, of the procedure for bagging tissues and cleaning cloths.</p> <p>Cleaner advised to wash clothes after cleaning duties and given guidance in the event deep cleaning is required.</p> <p>Contractors to be notified of the hall's procedures and to wear their own PPE.</p>	<p>Hiring Groups may need cleaning guidance.</p> <p>Special Hiring Conditions include details of not spraying light switches and electrical appliances etc. and the hirer has been asked to make sure that their members of their group understand the procedures.</p> <p>Adaptation of cleaner's schedule for extra duties.</p> <p>Display the cleaner's schedule in the lobby and remove extraneous posters.</p>
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<p>Outside areas</p> <p>Car park, main entrance and path around building</p>	<p>Social distancing may be difficult when people are congregating before entering the premises.</p> <p>People drop tissues.</p>	<p>Signs at the main entrance will remind people of the social distancing required.</p> <p>Cleaner asked to check area immediately outside doors for rubbish which might be contaminated e.g. tissues – and remove, wearing plastic gloves</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. More plastic gloves will be needed.</p>
<p>Main entrance</p> <p>Including lobby, toilets and stairs to projection room.</p>	<p>This is the pinch point with the main door and toilets off the lobby.</p> <p>Surfaces such as toilet seats, basins, door handles, light switches in frequent use.</p> <p>Projection Room is minimal risk as it is only used by one person and currently not in use. SACS music stand is stored in there.</p>	<p>ONE -WAY SYSTEM in use throughout hall and face coverings mandatory.</p> <p>ONE IN/ONE OUT system for toilets. Access to stairs blocked. Limited access to Projection R.</p> <p>Frequently touched surfaces to be cleaned regularly.</p> <p>When SACS resumes, one person to collect, return and clean the music stand.</p> <p>Hand sanitiser provided in lobby.</p>	<p>One-way system through main door/hall and out emergency door beside stage.</p> <p>Vacant/Engaged signs on toilet doors and HCVC given information on one in/one out system.</p> <p>QR Test and Trace Poster on inside of main door and also on inside of emergency door</p> <p>Non-touch hand sanitiser on stand (needs replenishing less often.)</p>

<p>Main Hall</p> <p>Including stage, piano and ceiling fans</p>	<p>Chairs, tables, door handles and light switches.</p> <p>Curtains and curtain pulleys.</p> <p>Numbers allowed in the hall will vary by activity, or by professional advice, but no more than 25. (Most classes will be 15.)</p> <p>Check online for latest information (see page 1)</p> <p>Piano only used by SA Choral Society. SACS will be responsible for cleaning this before and after use. The piano cover and piano stool will also be cleaned.</p> <p>Ceiling fans are not to be used. Ventilation can only be fresh air via open doors. Groups encouraged to take breaks outside if possible.</p> <p>Social distancing to be observed</p>	<p>Frequent washing or cleaning of hands.</p> <p>Cleaner to clean in advance but if not, hirer to be informed.</p> <p>Use wipes when using curtain pulleys.</p> <p>Teachers of dance/drama etc. will need to have reduced numbers in their classes.</p> <p>No access to stage although curtains will be pulled back. Screen above the stage not to be used.</p> <p>Each activity group to demonstrate their adaptations for social distancing or extra cleaning as defined by their activity.</p> <p>Social distancing to be maintained.</p>	<p>Non-touch hand sanitiser inside hall (at exit door)</p> <p>Hirer will be informed and will bring wipes etc.</p> <p>Remind groups not to use front of stage as 'table' but request table in advance.</p> <p>Teachers of dance/drama etc. will have been told by their professional organisation and their insurance company of the numbers and their insurance company.</p> <p>A copy of the teacher's Risk Assessment (for insurance purposes) to be shown to Letting Agent.</p> <p>Notice on ceiling fan switch saying they are not in use.</p> <p>Group leaders to give safety talk to their group at the beginning of their first session.</p> <p>Teachers of young groups will remind pupils, parents etc. of social distancing and the conditions required by the hall.</p>
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<p>Committee Room</p> <p><i>Isolation Room or Area</i></p>	<p>Minimal risk as the Committee Room is to be used only as a safe space for anyone who becomes unwell with CD-19 while on the premises.</p> <p>There are a few upholstered chairs in one corner of the room.</p>	<p>Hirers will be informed that this room cannot be hired.</p> <p>Hirers will be informed of all the procedures if someone becomes ill and the CD First Aid Box with instructions and PPE will be in the room with a plastic chair.</p> <p>Hirers will be informed of who to inform if someone becomes ill and hirers will have a contact list with them.</p> <p>A sign on the upholstered chairs saying they cannot be touched.</p>	<p>Hirers need to be reminded to have their contact list with them whenever they are using the hall.</p> <p>Any hirers using this room will be asked for feedback.</p>
<p>Kitchen</p>	<p>Social distancing more difficult.</p> <p>Door handle, switches etc.</p> <p>Working surfaces, cupboards, fridge, cooker etc.</p>	<p>Minimal risk as kitchens to remain closed for food preparation.</p> <p>Hirers told not to bring food or drink into the hall with the exception of water bottles.</p> <p>One person permitted to re-fill water bottles if necessary.</p>	<p>If the one person permitted rule does not work, the kitchen may have to be locked.</p>

<p>Chair Store/Table Storage Drawers/Hirers Cleaning Cupboard</p> <p>Off Main Hall and under stage</p>	<p>Social distancing not possible in Chair Store</p> <p>Chairs, chair trolley, door handle (Light is automatic)</p> <p>Drawer handles on table storage drawers</p> <p>One person only to access the cleaning materials (broom etc.) in the hirer's cleaning cupboard and clean before returning them to the cupboard.</p>	<p>Only one person able to access and this could be just the cleaner.</p> <p>Hirer to request number of chairs or tables in advance so that they can be cleaned in advance and if possible left out in hall.</p> <p>Hirers given information about cleaning these items if they have not been cleaned before the hire and cleaning them afterwards.</p>	<p>It should be possible to calculate the highest number of chairs in use and use the same ones over again so they are frequently cleaned.</p> <p>Hirer reminded of clean up instructions. In some circumstances it may be easier to get the cleaner to do it.</p>
<p>Cleaners Cupboard and Boiler Room</p> <p>Off lobby and accessed from outside respectively.</p>	<p>Both of these areas are low risk as they are locked and have limited access.</p>		

Events	<p>Handling cash and tickets</p> <p>Seated performances inside to have seating plan and be booked only in advance when allowed.</p>	<p>Tickets to be sold in advance through the Village Post Office which has a contactless system.</p>	

