

West End Village Hall Risk Assessment

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Contractors (including Cleaners)	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Contractors to work only when Hall is vacant</p> <p>Cleaners responsible for their own Covid-19 compliance and PPE</p>	<p>Cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p>
Trustees	<p>Trustees who are either extremely vulnerable or over 70.</p> <p>Staff 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>	<p>Trustees in the vulnerable category will be advised to only enter the building if they are comfortable doing so.</p>	<p>Trustees will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>

<p>Car Park/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Maximum of 18 people allowed per booking. Social distancing markers to be installed for queueing outside the Hall. A one way system to be marked out in the Foyer. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p>	<p>If a booking is allowed from Flower Show, exceptional provisions will apply (see Events below).</p>
<p>Pinch Points – Entrance Door and Toilets</p>	<p>Possible “pinch points” and busy areas - risk that social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Produce necessary signage for the Entrance and Toilets (only 2 people allowed in the Ladies and Gentleman’s Toilets at one time). Door handles and light switches to be cleaned by each Hirer before booking commences and afterwards. Hand sanitiser to be provided at the Hall entrance.</p>	<p>Install hand sanitiser which will need to be checked regularly. There are bins in each Toilet, provide a new bin in the Foyer. Empty regularly.</p>

Main Hall	<p>Door handles, light switches, tables and chairs.</p> <p>Social distancing to be observed</p>	<p>Door handles and light switches to be cleaned by each Hirer before each booking commences.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<p>Special distancing requirements apply to Flower Show – see Events below</p>
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Cooker</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p>	<p>Kitchen will be out of use.</p>	<p>Hirers will be allowed to bring their own food and drink.</p>
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Tables and chairs need to be moved in and out of the storage room.</p>	<p>Only one person allowed in the storage area at a time.</p> <p>Tables and chairs (if used) to be cleaned by hirers before and after use.</p> <p>Table trolley to be cleaned after use by Hirer.</p>	

Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.	Only 1 person allowed in the Ladies and Gentlemen's Toilets at one time. Hirer to clean all surfaces before booking commences.	Ensure soap and toilet paper are regularly replenished. Tape off hand driers. Provide paper towel.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. Organisers will be responsible for social distancing arrangements including queuing and numbers in the Hall which will be restricted to 18 at any one time.	Performances with a seated audience will not be allowed. For Flower Show, a one way system will be used with entrance through the front door and exit through the back door. An additional hand sanitiser will be required for the Exit. Flower Show would also be responsible for all additional social distancing markings required both for the one way system inside the Hall and queuing outside it.