

Studland Village Hall Risk Assessment v.3 9/7/2020

| People and Areas plus Events | Risk identified | Actions to take to mitigate risk | Notes & Additional Action |
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| People | | | |
| <p>Cleaner and potential volunteer trustees plus occasional contractor – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p> | <p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> | <p>Stay at home if unwell guidance notice at entrance and in Main Hall. Cleaner has all necessary PPE and cleaning materials. Contractors will provide their own after consulting with relevant trustee.</p> <p>Cleaner has had training and PHE guidance and PPE for deep cleaning if required. Cleaner advised to wash outer clothes after such cleaning duties.</p> | <p>Cleaner involved in planning, understands and has agreed cleaning requirements. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants. This information provided to hirers.</p> <p>VH cleaner consulted and has already established a cleaning regime before opening. A cleaning checklist has been agreed, and will be filed and available to any hirer.</p> |
| <p>Cleaner and potential trustee volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.</p> | <p>Cleaner or potential trustee volunteers 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 cleaner and any trustee volunteer to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks.</p> <p>Talk with cleaner and trustee volunteers regularly to see if arrangements are working.</p> | <p>The trustees (and so cleaner) will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises or within 7 days of their presence. This is included in hirer’s instructions.</p> <p>Details of any person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns. Cleaner and trustee potential volunteers aware.</p> |

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| Hirers | | | |
| | <p>Hirers not recognize risks associated with their activity or deal with them.</p> <p>Hirers fail to record the names and contact details of all their attendees – so unable to support track and trace if required.</p> | <p>Hirers develop their own risk assessment for their activity. Consult the booking secretary if necessary. This is a requirement if more than 30 planned to be in the hall</p> <p>Hirers record all those attending including contact details.</p> | <p>Provide ACRE example as a template for hirers.</p> <p>Hall outline requirement in the hirer's information. All involved delete data after 3 weeks to comply with Data Protection.</p> |
| Exterior | | | |
| Car park/paths/exterior areas | <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>The off and on-road parking areas available are adequate for all but the largest function.</p> <p>Hirers instructed on queuing by external signs and in hirer instructions.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. 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 cleaner with plastic gloves. Hirers asked to bag and remove their used tissues – signs and instructions plus bags provided.</p> |
| Interior | | | |
| Porch/corridors | <p>Possible "pinch points" and busy areas where risk is that social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p> | <p>Identify "pinch points" and busy areas. Provide clear signage on social distancing – and advise in hirer instructions.</p> <p>Door handles and light switches cleaned regularly. Provide hand sanitiser in the porch, the main hall, rear lobby and Committee Room with signs. Referred to in hirer instructions.</p> | <p>Hand sanitiser needs to be checked daily. Provide bins. Empty regularly. Cleaner aware and on their checklist.</p> |

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| Main Hall | <p>Door handles, light switches, window catches, Velux remote control, tables, chair backs and arms.</p> <p>Soft furnishings, which cannot be readily cleaned between use, includes curtains.</p> <p>Social distancing to be observed</p> | <p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaner.</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>Cleaner aware and on cleaning checklist.</p> <p>A system of separate clean and used stocks of chairs and tables has been established. Specified in the guidance to hirers. Areas of the curtains likely to be touched cleaned between hires. On cleaners checklist.</p> <p>Anti-viral spray and paper towels provided for hirers. Good supplies of soap and paper towels provided in the toilets. Hand sanitizer provided in main hall. Antiviral spray plus paper towels provided.</p> |
| Committee room and office | <p>Social distancing more difficult in smaller areas. Door and window handles, light switches. Tables and chairs (see above).</p> | <p>Committee room normally not for hire at present. Office (off this room) locked.</p> <p>Committee room must be used to isolate anyone who becomes ill with Coronavirus symptoms in the hall. Evacuate the individual via the exterior meeting room door, evacuate all others by main entrance.</p> | <p>In hirer's instructions.</p> |
| Kitchen | <p>Social distancing more difficult Many items used / surfaces touched - door and window handles, light switches, working surfaces, sinks, taps, cupboard/drawer handles, fridge, crockery/cutlery, cooker/microwave, kettle/hot water heater</p> | <p>Hirers are asked to strictly limit numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers are encouraged to wear masks and gloves in the kitchen. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use – by hand or use dishwasher.</p> <p>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels provided.</p> <p>At least initially, encourage hirers to bring their own food and drink.</p> | <p>Cleaning materials are available in clearly identified location, regularly checked and re-stocked as necessary. Cleaner aware and on checklist.</p> <p>Close kitchen if not required for purpose of hire.</p> |

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| Store cupboards | Social distancing not possible. Door handles, light switch | Cleaner's cupboard to remain locked. | |
| Storage Rooms (furniture/equipment – End Cupboards) | Social distancing more difficult Door handles and bolts in use. Equipment needing to be moved not normally in use | Cleaned and used tables and chairs covered above. Hirers clean their own specific equipment. Hirer to control accessing and stowing their equipment to encourage social distancing. Cleaner clean handles and bolts. | In hirer's instructions. |
| Toilets | Social distancing difficult. Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats, vanity surfaces, mirrors etc. Note – toilets shared with the Social Club. | Hirer control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer clean all surfaces etc. before public arrive unless pre-cleaned by staff. Put up posters to encourage 20 second hand washing. Social Club notify the VH trustees as soon as possible if a SC attendee falls ill with virus symptoms. Social Club staff to clean toilets when Club is open. | Signs up asking for a maximum of 2 people to use the toilet at one time. Ensure soap, paper towels, and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Signs up on duration (and frequency) of hand washing. All covered in the hirer's instructions. All in cleaner's checklist. |
| 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 to accommodate a total of 30, booked in advance, 2 seats between individuals or household groups. | Events involving over 30 to be discussed before with the hall bookings officer. See National Rural Touring Forum guidance, Section 2.6 |