

## Risk Assessment for Reopening Wedmore Village Hall after COVID-19

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Contractors and volunteers –</b> Work activity or situations that might cause transmission of the virus and the likelihood that staff could be exposed.</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Occasional maintenance workers.</p> <p>Deep cleaning premises if someone falls ill with COVID-19 on the premises.</p>	<p>Stay at home if unwell instruction at entrance.</p> <p>Volunteers provided with plastic gloves. Contractors provide their own protective equipment.</p> <p>Contractors and volunteers advised to wash outer clothes after cleaning duties.</p> <p>Deep cleaning, if required, to be done by specialist contractor.</p>	<p>Cleaning regime to be reviewed with contractor. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p><b>Contractors and volunteers–</b> Who could be at risk and the likelihood that they could be exposed?</p>	<p>Contractors/volunteers who are either extremely vulnerable or over 70.</p> <p>Contractors or 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>Contractors in the vulnerable category to be are advised not to visit for the time being.</p> <p>Discuss the situation with volunteers over 70 to identify whether provision of protective clothing is sufficient to mitigate their risks, or whether they should not visit the hall for the time being.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p>	<p>Contractors, volunteers and hall users will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p><b>Car park and 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 with tape a 2m queuing area outside the entrance to encourage care when queueing to enter.</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 plastic gloves.</p>
<p><b>Entrance hall/lobby/corridors</b></p>	<p>Possible 'pinch points' and busy areas where the risk is that social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Mark out 2m spacing in entrance area and back corridor. Require users to implement one-way system as part of their risk assessment, if appropriate for their type of meeting.</p> <p>Door handles and light switches to be cleaned by users before and after meetings. Also to be cleaned carefully by regular cleaner.</p> <p>Hand sanitiser dispensers to be provided.</p>	<p>Hand sanitiser contents need to be checked after days when hall has been used.</p> <p>Provide bins in entrance hall and each meeting room and empty regularly.</p>

<p><b>Main Hall and Small Hall</b></p>	<p>Door handles, light switches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Curtains.</p> <p>Notice boards</p>	<p>Door handles, light switches, tables, chairs and other equipment used to be cleaned by hirers before and after use.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</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>Cushioned chairs with arms are important for older, infirm people and will need to be stored away from general use. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Investigate how upholstery can be sanitised.</p> <p>Provide hand sanitisers.</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>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p>	<p>If upholstery is left unused for a period, the virus will die. The science about the likely timescale for soft surfaces to become safe needs to be watched carefully.</p>

<b>Kitchen</b>	<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>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Hirers to be required to control numbers using the kitchen to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, liquid soap and paper towels to be provided</p>	<p>Users required to bring cleaning materials, but in addition a stock of gloves and sanitising cleaner to be kept in reserve should they be needed.</p> <p>Consider closing the kitchen if not required, or restricting access.</p>
<b>Store cupboards (cleaner's, Guides', etc)</b>	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	<p>Public access already prohibited by locks. Only to be accessed by the defined user of the cupboard.</p>	
<b>Toilets</b>	<p>Social distancing difficult.</p> <p>Hot air hand driers.</p> <p>Surfaces in frequent use are door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to have plan to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Disable hand driers.</p> <p>Hirer to clean all surfaces etc before public arrive.</p> <p>Add posters to encourage 20 second hand washing and use of hand sanitiser.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>

<b>Stage</b>	Curtains Social distancing Lighting and sound controls	Tie back the side stage curtains and prevent access to the curtains at the back of the stage.  Hirer to control access and clean as required.	
<b>Events</b>	Handling cash and tickets Too many people arrive	Organisers must arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.	See National Rural Touring Forum guidance, Section 2.6