**INKBEROW VILLAGE HALL COVID RISK ASSESSMENT completed 31.08.21**

**Red – actions based on Government advice (i.e. Should be considered mandatory)**

**Orange – Actions that are strongly recommended**

**Green – actions for consideration**

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| **AREA OR PEOPLE AT RISK** | **RISK IDENTIFIED** | **ACTIONS TO TAKE TO MITIGATE RISK** |
| Staff, contractors and volunteers. Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | 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 on the premises. Occasional maintenance workers | Stay at home guidance if unwell displayed at entrance and in main hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide protective overalls and gloves. Follow PHE guidance and PPE if deep cleaning is required noted and applied where appropriate |
| Staff contractors and volunteers – who could be at risk and likelihood of exposure. | Those who are extremely vulnerable or 70+. Staff 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. | Discuss with those 70+ to identify whether protective clothing and cleaning surfaces before they work is sufficient to mitigate the risk or whether they should cease such work for the time being Ensure immediate warning if someone who has been on the premises has tested positive for Covid |
| Social distancing still advisable. risk to hirers/event organisers and those attending the hall | People mingling with others they are not usually in contact with, which may spread the virus if carrying it. Risk of virus spread to all attending an activity or event rather than one group when people were advised not to mingle. | Hire conditions adjusted to cover. If necessary, Discuss concerns with hirer and any adjustments necessary – e.g. seating arrangements. Avoid raised voices or loud music |
| Car parks/paths/exterior areas. | People not observing social distancing when entering premises. | Hire conditions state Hirers to ensure care is taking when queuing to enter. Outside areas to be checked for any rubbish which might be contaminated. |
| Entrance hall/lobby/corridors | Possible pinch points and risk is social distancing not observed in a confined area. Door handles/light switches in frequent use | Pinch points such as entrance/exits/toilets identified. Cleaning of door handles light switches etc included in additional hire conditions. Hand sanitiser is provided |
| Main Hall. | Door handles light switches, window catches, tables, chair backs and arms  Window curtains or blinds. Social distancing to be observed. | Hire conditions include requirement to clean all equipment and fixtures used and observe social distancing - seated capacity has been halved curtains to be kept drawn back. |
| Upholstered seating | Virus may remain on fabric which cannot readily be cleaned between use. Metal parts can be cleaned and are more likely to be touched when moving them i.e. more frequently | Hire conditions include requirement to wipe down metal parts of seats. Use of the upholstered chairs is monitored to ensure minimum of 72 hours between use. |
| Small meeting rooms | Social distancing more difficult in smaller areas. | The committee room will not be hired out to users other than the Fun Group until at least December. The resources room is limited to 8 people – additional hire conditions covering requirement to clean all surfaces and equipment used |
| Kitchen | Social distancing more difficult. Door and window handles, light switches, working surfaces, sinks, cupboard/drawer handles. Fridge/freezer crockery/cutlery kettle/hot water boiler | Hirers requested to control numbers to ensure social distancing. All areas likely to be used to be cleaned before use. Hirers encouraged to request attendees to bring their own refreshments. It is noted that the majority of regular users have their own crockery. Hirers bring their own tea towels.  Hand sanitiser, soap and paper towels provided |
| Store cupboards/Storage rooms | Except for those where hirers store equipment – no public access. | Those with no public access decision of cleaner as to frequency of cleaning. Hire conditions state hirers to ensure their own equipment is cleaned before and after use |
| Indoor Toilets | Social distancing difficult. Surfaces in frequent use. Door handles, switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. | Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces before and after hire.  Soap paper towels and toilet paper are regularly replenished. |