

## HARTPURY VILLAGE HALL: COVID RISK ASSESSMENT, AUGUST 2020

Risk identified	People at Risk	Actions to take to mitigate risk
Exposure to a person infected with COVID 19	Hall Users (hirers) Hall Cleaner Volunteers Contractors	<ul style="list-style-type: none"> <li>• People exhibiting symptoms and / or isolating because of potential contact with someone exhibiting symptoms prohibited from entering premises.</li> <li>• 'Stay at home if unwell' guidance / signage.</li> <li>• Social distancing guidance / signage including at pinch-points.               <ul style="list-style-type: none"> <li>○ Pinch points identified as entrance hall, corridors, toilets, kitchen, serving hatch, but may vary depending on activity e.g. stage entrances.</li> </ul> </li> <li>• 'Catch it, bin it, kill it' signage.</li> <li>• 2m distancing markings along corridor</li> <li>• Private events to be limited to maximum 30 people.</li> <li>• Events involving exercise / dance / fitness to be limited to maximum 20 people.               <ul style="list-style-type: none"> <li>○ This allows for 9.29 sq.m. each (as recommended) including entrance hall and toilets.)</li> </ul> </li> <li>• Events open to the public (e.g. produce market) to be subject to separate risk assessment.</li> <li>• Maximum 3 people in kitchen at any one time (signage).</li> <li>• Maximum 2 people in male or female toilets at any one time (signage).</li> <li>• Meeting (NP) Room to be used exclusively for Post Office until further notice, to facilitate safe distancing.</li> <li>• Gap between bookings to reduce risk of contact between user groups.</li> <li>• Guidance provided to user group leaders               <ul style="list-style-type: none"> <li>○ Users encouraged to leave doors and windows open where possible during use, and to consider one-way system (depending on type of event).</li> </ul> </li> <li>• Group leaders asked to obtain and retain for 21 days contact details for all group members for 'Test &amp; Trace' purposes.</li> <li>• Hall users are required to wear face coverings in accordance with government guidelines.</li> </ul>
Someone becomes unwell with suspected COVID 19 while on the premises	Hall Users (hirers) Hall Cleaner Volunteers Contractors	<ul style="list-style-type: none"> <li>• Isolation area available in green room (behind stage) with hot water and handwashing facilities.</li> <li>• Individual to go home or to hospital as soon as possible.</li> <li>• Other group members to be instructed to leave premises by group leader.</li> <li>• Group leader to inform Village Hall Bookings Secretary who will inform Village Hall Officers.</li> <li>• Tissues, towels, used PPE &amp; other potentially infected rubbish to be doubled bagged, sealed and disposed of in the outside bins.</li> <li>• Hall to be closed for 72 hours.</li> </ul>

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<p>Contact with a surface/equipment infected with COVID-19</p>	<p>Hall Users (hirers) Hall Cleaner Volunteers Contractors</p>	<ul style="list-style-type: none"> <li>• Affected areas to be cleaned in accordance with official guidance.</li> <li>• Alcohol based hand sanitiser provided throughout the premises.</li> <li>• Hand hygiene signage.</li> <li>• Soap, hot water and hand dryers in toilets.</li> <li>• Regular cleaning of frequently touched surfaces.</li> <li>• Cleaning products &amp; bin bags available for use by hirers.</li> <li>• Hygiene guidance provided to user group leaders.</li> <li>• Rotate use of tables and chairs where possible, in consultation with hirers.</li> <li>• Ancillary rooms locked where possible when not in use</li> <li>• Use of PA system suspended.</li> <li>• Portable items which could potentially be accessed by multiple hirers to be locked away where possible. (E.g. some youth club equipment)</li> <li>• Bar out of use until further notice             <ul style="list-style-type: none"> <li>○ Investigate cashless operation for future bar events</li> </ul> </li> <li>• Hirers to be asked to bring their own tea-towels as necessary.</li> <li>• With prior arrangement the intruder alarm can be armed and disarmed remotely to avoid use of keypad by hirers.</li> </ul>
<p>Contact with rubbish infected with COVID-19</p>	<p>Hall Users (hirers) Hall Cleaner Volunteers Contractors</p>	<ul style="list-style-type: none"> <li>• Adequate provision of waste bins to prevent uncontained rubbish.</li> <li>• Bin liners used in all waste bins.</li> <li>• Waste bins emptied regularly.</li> <li>• Grounds and car-park checked for potentially contaminated waste (eg tissues) and removed.</li> </ul>
<p>Contact with COVID-19 during cleaning</p>	<p>Cleaner Volunteers</p>	<ul style="list-style-type: none"> <li>• Gloves to be worn when cleaning.</li> <li>• Face masks &amp; aprons to be worn when cleaning after suspected case of COVID 19.</li> <li>• Follow PHE COVID 19: Cleaning in non-healthcare settings guidance where contamination is suspected.</li> </ul>