

HARTPURY VILLAGE HALL: COVID RISK ASSESSMENT, DECEMBER 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"> • People exhibiting symptoms and / or isolating because of potential contact with someone exhibiting symptoms prohibited from entering premises. • 'Stay at home if unwell' guidance / signage. • Hand sanitiser available at main entrance and in main hall and meeting room. • Social distancing guidance / signage including at pinch-points. <ul style="list-style-type: none"> ○ Pinch points identified as entrance hall, corridors, toilets, kitchen, serving hatch, but may vary depending on activity e.g. stage entrances. • Special conditions of hire amended to reflect Tier 2 restrictions as of 2 December 2020, including prohibition on indoor social interactions between members of different households / bubbles. • 'Catch it, bin it, kill it' signage. • 2m distancing markings along corridor • Private events to be limited to maximum 30 people. • Events involving exercise / dance / fitness to be limited to maximum 20 people. <ul style="list-style-type: none"> ○ This allows for 9.29 sq.m. each (as recommended) including entrance hall and toilets.) • Events open to the public (e.g. produce market) to be subject to separate risk assessment. • Kitchen closed (locked) except by arrangement. Max. 3 people in kitchen at any one time. • Male & female toilets closed (signage) except by arrangement. Accessible toilet available for use. Special conditions of hire amended to limit access to each toilet suite to one person at a time. • Meeting (NP) Room to be used exclusively for Post Office until further notice. • Gap between bookings to reduce risk of contact between user groups. • Guidance provided to user group leaders <ul style="list-style-type: none"> ○ Users encouraged to leave doors and windows open where possible during use, and to consider one-way system (depending on type of event). • Group leaders asked to obtain and retain for 21 days contact details for all group members for 'Test & Trace' purposes. • Hall users are required to wear face coverings in accordance with government guidelines.
Someone becomes unwell with suspected COVID 19 while on the premises	Hall Users (hirers) Hall Cleaner Volunteers Contractors	<ul style="list-style-type: none"> • Isolation area available in green room (behind stage) with hot water and handwashing facilities. • Individual to go home or to hospital as soon as possible. • Other group members to be instructed to leave premises by group leader. • Group leader to inform Village Hall Bookings Secretary who will inform Village Hall Officers.

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		<ul style="list-style-type: none"> • Tissues, towels, used PPE & other potentially infected rubbish to be doubled bagged, sealed and disposed of in the outside bins. • Hall to be closed for 72 hours. • Affected areas to be cleaned in accordance with official guidance.
Contact with a surface/equipment infected with COVID-19	Hall Users (hirers) Hall Cleaner Volunteers Contractors	<ul style="list-style-type: none"> • Alcohol based hand sanitiser provided throughout the premises. • Hand hygiene signage. • Soap, hot water and hand dryers in toilets. • Regular cleaning of frequently touched surfaces. • Special conditions of hire require hirers to clean critical surfaces before, during and after use. • Cleaning products including disinfectant spray & paper towels available to hirers, including in main hall, toilet and green room. • Hygiene guidance provided to user group leaders. • Rotate use of tables and chairs, in consultation with hirers. • Plastic chairs to be used in preference to upholstered chairs if the latter can't be rotated. • Furniture to be left in place rather than stored away where hall calendar allows, subject to arrangement with Bookings Secretary. • Ancillary rooms locked where possible when not in use • Use of PA system suspended other than by arrangement. • Portable items which could be accessed by multiple hirers to be locked away where possible. • Bar out of use until further notice / Investigate cashless operation for future bar events • Hirers to be asked to bring their own tea-towels as necessary. • With prior arrangement the alarm can be armed and disarmed remotely to avoid use of keypad.
Contact with rubbish infected with COVID-19	Hall Users (hirers) Hall Cleaner Volunteers Contractors	<ul style="list-style-type: none"> • Adequate provision of waste bins to prevent uncontained rubbish. • Bin liners used in all waste bins. • Waste bins emptied regularly. • Grounds and car-park checked for potentially contaminated waste (eg tissues) and removed.
Contact with COVID-19 during cleaning	Cleaner Volunteers	<ul style="list-style-type: none"> • Gloves to be worn when cleaning. • Face masks & aprons to be worn when cleaning after suspected case of COVID 19. • Follow PHE COVID 19: Cleaning in non-healthcare settings guidance where contamination is suspected.