

HARTPURY VILLAGE HALL: COVID RISK ASSESSMENT, FEBRUARY 2022

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 are asked not to enter premises. • 'Stay at home if unwell' guidance / signage. • Face covering guidance signage • Hand sanitiser available at main entrance and in main hall and meeting room. • Social distancing guidance / signage including at pinch-points. • Special conditions of hire amended on an ongoing basis following ACRE / GRCC guidance to reflect changes in government guidelines. • 'Catch it, bin it, kill it' signage. • 2m distancing markings along corridor. • CO2 monitor displays measure of air quality with traffic light warnings • Ventilation options include fan (high level grille / extraction above stage) and French windows in hall, windows in ancillary rooms plus doors which can be left open dependent on circumstances. • Guidance provided to user group leaders <ul style="list-style-type: none"> ○ Users encouraged to optimise ventilation during use and to consider one-way systems etc (depending on type of event).
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. • Group leader to inform Village Hall Bookings Secretary who will inform Village Hall Officers. • Tissues, towels, used PPE & other potentially infected rubbish to be securely bagged, sealed and disposed of in the outside bins. • 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.

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		<ul style="list-style-type: none"> • Hygiene guidance provided to user group leaders / included in special conditions of hire. • Bar to operate on cashless basis only, and bar arrangements to be risk-assessed as necessary.
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 as necessary. • Face masks & aprons to be worn as appropriate when cleaning after suspected case of COVID 19. • Follow PHE COVID 19: Cleaning in non-healthcare settings guidance where contamination is suspected.