

Little Wenlock Village Hall Re-opening COVID-19 Risk Assessment – July 11th, 2020- Issue 1

People or area at risk	Risk identified	Mitigation action	Notes
<p>Volunteers (especially those who are vulnerable or over 70)</p>	<p>Opening and closing the hall.</p> <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Occasional maintenance work.</p> <p>Mental stress from handling the new situation.</p>	<p>Tell all volunteers to stay at home if unwell and inform them of social distancing measures within and outside the hall.</p> <p>Provide protective overalls and plastic/rubber gloves for any volunteers.</p> <p>Advise volunteers that outer clothes should be washed after any in-depth cleaning duties.</p> <p>Discuss the situation with everyone involved so they are happy with the arrangements and protection.</p>	<p>A cleaning plan will be provided identifying all priority surfaces for cleaning and any guidance on the most appropriate work.</p> <p>Everyone should be encouraged to raise any concerns and identify areas for improvement.</p>
<p>Cleaners</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths</p>	<p>Provide adequate cleaning materials.</p> <p>Cleaner to clean all hard surfaces in the plan except tables and chairs</p> <p>Agree with cleaners that they will provide their own protective overalls and plastic/rubber</p>	<p>Cleaners should be provided with the cleaning plan to be followed by hall user group organisers before departure, for information.</p>

	Cleaning if someone falls ill with COVID-19 within 7 days of using the hall.	gloves and suggest double bagging of rubbish for disposal. Inform cleaners of the closure procedure to be followed if anyone has a suspected or confirmed case of COVID-19 and any special cleaning that may be needed.	The cleaners should be alerted if anyone who has been on the premises within 7 days tests positive for COVID-19.
Key Holders	COVID-19 caught from the public	Advise key holders they should provide their own masks and gloves	The key holders should be alerted if anyone they speak to tests positive for Covid-19 within 7 days
Group Organisers/Users	COVID-19 caught from surfaces within the hall. COVID-19 caught from contact with fellow hall users.	Advise group organisers that they need to do their own Risk Assessments Provide user group organisers with written COVID-19 User Guidance to inform them of their responsibilities for social distancing and surface cleaning following each use. Ensure user group organisers are aware of their responsibility to keep a record of all those attending meetings and inform the hall if anyone has suspected COVID-19 within 7 days.	The cleaning plan needs to be provided to all group organisers. A general surface cleaning spray should be provided for group organisers' use on the table in the entrance and in the main hall Sue Parsons will be the committee member designated as the key point of contact for COVID-19 alerts.
Car Park/Exterior	Social distancing is not observed as people congregate before entering premises.	Advise people to remain in their cars until they can safely enter	Transitory lapses in social distancing in outside areas are less risky, the main risk

	People drop rubbish.	<p>the hall to maintain social distancing.</p> <p>Mark out 2 metre waiting area outside the hall entrance with tape to encourage care if queueing to enter.</p> <p>Regularly check and dispose of any rubbish.</p>	<p>is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p>
Entrance Lobby	<p>Social distancing may be difficult.</p> <p>Door handles, light switches in frequent use.</p>	<p>Mark out 2 metre spacing in lobby and create one-way system with signage.</p> <p>Provide hand sanitiser for all users on entry and advice on regular hand washing.</p> <p>Make user group organisers aware of their responsibility to clean surfaces using cleaning plan before departure.</p>	<p>Supplies of hand sanitiser and any surface cleaning spray needs to be checked regularly.</p> <p>Cleaning plan to provide guidance.</p>
Main Hall	Door handles, light switches, window catches, tables, chair seats & backs and any other equipment.	<p>Clean all surfaces regularly as part of twice weekly hall cleaning regime.</p> <p>Make user group organisers aware of their responsibility to clean all surfaces and equipment they have used, using cleaning plan before departure.</p>	<p>Hand sanitiser always available in the lobby.</p> <p>Cleaning plan to provide guidance.</p>

	<p>Soft furnishings, curtains and window blinds which cannot be readily cleaned between use.</p> <p>Social distancing may not be observed.</p>	<p>Tie back all curtains and blinds and isolate all cushioned chairs to prevent use</p> <p>Make user group organisers aware of their responsibility to ensure social distancing and hygiene, as well as all users with prominently displayed notices.</p>	
Committee Room	<p>Social distancing more difficult</p> <p>Door and window handles light switches, and curtains.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Close room for any use except as part of one-way system.</p> <p>Tie back all curtains and blinds and isolate all cushioned chairs to prevent use</p> <p>Clean floor twice weekly as part of agreed cleaning regime.</p>	
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave, etc.</p>	<p>Close room for all use</p>	
Cleaner's cupboard	<p>Social distancing not possible Door handles, light switch</p>	<p>Provide access only for cleaners and volunteers following agreed guidance.</p>	

Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles and light switches in use. Chairs and tables needing to be moved.	Restrict use to one person at a time and advise group organisers accordingly. Move 30 chairs into main hall for use, and isolate all surplus to restrict unnecessary use.	
Toilets	Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Allow only single person access to toilets at any time, leaving outer doors propped open and one-in, one-out signage. Clean all surfaces thoroughly as part of twice-weekly cleaning regime and make user group organisers are aware of their responsibility to clean surfaces using cleaning plan before leaving.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished. A general surface cleaning spray should be provided for group organisers' use in foyer and main hall
Boiler Room	Door handle, light switch Social distancing not possible	No public access. Advise volunteers of need to maintain social distancing and hygiene.	
Bar area	Social distancing difficult	Close access (through kitchen).	
Events		No events permitted for the time being.	