

**Covid 19 - Risk Assessment for reopening of Anstey Village Hall, Yeo Mill after Lockdown
Assessed by Valerie Jackson and Hazel Morgan**

Areas or people at risk	Risk Identified	Actions to mitigate risks	Date completed and Notes
<p>Volunteers, Hall Management Committee members, - What activity or situations might cause transmission of the virus and likelihood of exposure.</p>	<p>Cleaning surfaces infected by people carrying the virus, Disposing of rubbish containing cleaning cloths. Deep cleaning of premises and equipment if someone falls ill with CV-19 on the premises. Risk to occasional maintenance workers</p>	<p>Stay at home guidance if unwell notice placed at entrance and in Main hall Volunteers /cleaners provided with, face shield, mask, rubber or plastic gloves, wear overall over outdoor clothing. Contractors provide their own. Advise to wash outer clothing after cleaning duties. Given PHE guidance and PPE in the event of deep clean required.</p>	<p>1st August 2020 Wipes are provided for cleaning of light switches, plugs anything electrical,rubber or glued areas. Antibacterial spray provided for door handles and all other surfaces Risk assessment Document sent to all Committee Members and Cleaner.</p>

<p>Who could be most at risk of exposure</p>	<p>Volunteers who are vulnerable or over 70. Volunteers carrying out Cleaning or maintenance tasks could be at risk if a person infected with CV-19 enters building or falls ill.</p> <p>Mental stress from handling the new situation</p>	<p>Volunteers in the vulnerable category are advised not to attend meetings or activities for the time being</p> <p>Discuss situation with over 70 to identify whether the provision of protective clothing, masks and the cleaning of surfaces will mitigate the risk to them.</p> <p>Talk with volunteers regularly to see if arrangements are working</p>	<p>Disposable masks (50p each) available at door.</p> <p>Hand sanitising gel at entrance and exit.</p> <p>Volunteers will need to be advised immediately if someone has tested positive for the virus that has been on the premises.</p> <p>Stress to people the importance of raising concerns.</p>
<p>Car park, patio , Exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises</p>	<p>Mark out 2 metre waiting area outside all entrances. Check areas outside doors for rubbish which might be contaminated. Wear plastic gloves and remove</p>	<p>Plastic gloves provided. Car park is large enough for cars to park at 2 metre spacing apart.</p>

<p>Porch/Entrance Hall</p>	<p>Pinch point and busy area where social distancing is not observed in a confined area Door Handles, light switches in constant use Items for sale or for borrowing contaminated.</p>	<p>Consider marking 2 x metre spacing in entrance area. Create a one way system with signage. Door handles and light switches to be cleaned regularly. Hand sanitiser and wipes and spray to be provided by the Hall Entrance through main doors and Exit through the kitchen. Library Books that are returned to the Porch should be placed in the red box for 48 hours before being put back on shelf</p>	<p>Sanitiser pumps needs to be checked daily. Purchase 5ltr container of hand sanitiser. Provide bins, hand sanitiser and wipes in entrances and exits. Empty regularly. Hirers must take their own rubbish away for disposal. Wipes should be burned. Valerie opens and closes the porch daily, wipes all door handles and switches and checks that all items there are sanitised. Any money in donation boxes is to be colleted with plastic gloved hand. Held for 72 hours before passing to Treasurer.</p>
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Main Hall	Door handles, light switches, window catches, Tables, chairs, Screen and music system	<p>All items touched or used by Hirers to be cleaned by hirers.</p> <p>Hirers to bring own music system and remove it at end of hire.</p> <p>RED chairs only to be used.</p> <p>All upholstered chairs to be put into storage.</p> <p>Do not use committee room for meetings as soft furnishings carpet, and pictures cannot be sanitised daily.</p> <p>Social distancing to be observed</p> <p>Consider restricting numbers at activities.</p> <p>Open doors and windows for ventilation.</p>	<p>Wipes and spray provided by Hall Meetings to be held in Hall or outside on patio weather permitting.</p> <p>Access to single Toilet at rear can be used if outside. Notices inside toilet to clean after use.</p> <p>Bin, Sanitiser and wipes made available. Bins to be emptied after hire.</p> <p>Calculations have been made for maximum safe numbers in hall for specific activities</p> <p>Following government guidelines.</p> <p>Booking secretary can advise when taking a booking.</p>
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Committee rooms	Social distancing more difficult. Door handles window catches, light switches, tables, Carpeted floors, chairs, less easily cleaned	Use main hall for meetings. could use for overflow of activity, Carpeted floors cannot be used for keep fit classes. Surfaces cleaned by cleaner before use	Consider closing committee rooms. Use for access only either for Post Office or for single toilet at rear.
Kitchen	Social Distancing more difficult Door light switches , work surfaces sink, cooker, microwave, cupboards, crockery, fridge , freezer, cutlery, Kettle , hot water boiler, Dish washer	Kitchen out of use for catering. Access only for exiting the premises. Cleaning materials Hand sanitiser, wipes and spray made available. Bin for rubbish wipes etc must be emptied for safe disposal on exit by hirer. Any items used must be washed dried and stowed away.	Restrict Access – Exit point only All mops, cloths to be disposed of as can harbour bacteria. Only floor mops with machine washable heads available for use by the Cleaner in cleaners cupboard. Paper hand towels available.

Bar	Surfaces, glasses, sink, fridge. Hatch doors.	For use by post Office personnel only. 1 person at a time.	All surfaces pre-wiped by cleaners before hire. Post master to use hand gel provided and provide his own PPE To remove all personal equipment and wipe switches, sockets hatch doors and surfaces before leaving. 2 Red chairs will be provided in committee room as used for access to postal services. Safe distance tape/marks put on carpeted floor.
Storage room	Tables, chairs, stage	Use only red chairs which have been pre-cleaned Pre-sanitised tables. Do not use staging or any other equipment stored there.	Wooden chairs stored in crate should not be used as not easily sanitised. Equipment for bowls, table tennis, badminton, and games tables not in use.

<p>Toilets</p>	<p>Social distancing difficult, Surfaces in frequent use, Door handles light switches, basins toilets, toilet handles, seats, baby changing surfaces mirrors.</p>	<p>Close Ladies and Gents toilets Have only the disabled toilet open for use to control access one at a time. And single toilet at rear. For outside activities. Pre-cleaned before hire.</p>	<p>Ensure soap, paper towels, tissues, wipes, and toilet rolls are available. Hirer will need to know where to access supplies in case re-stock is needed. Signage – to close lid before flushing in both toilets. Wash hands (20 seconds) or use hand sanitiser provided. Wipe surfaces touched and bin the wipe, do not flush. Keep to safe distance (2metres) Sanitising spray also provided.</p>
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<p>Electrics/key cupboard.</p>	<p>Handle, switches</p>	<p>Clean keys before replacing on hooks. Hirers are no longer required to read meters for heating used as charged within hire rate.</p>	<p>Do not spray. Use wipes only. Committee members reading meters and topping up electricity or adjusting water rate must wear plastic gloves provided.</p>
<p>Events</p>	<p>Handling cash or tickets. Hire payments Too many people arrive</p>	<p>Booking secretary to arrange online payments and cashless payments as far as possible, For performances seats to be limited, booked in advance 2 seats between household groups observing safe distancing, Cash payments/donations, raffles to be handled by one individual only wearing gloves.</p>	<p>Be aware that children are unlikely to heed any notices. May not be aware of safe distancing measurements. Bookings to be staggered wide apart to allow for hirers to clean before and after their event. Have single activities at any one time.</p>

	Someone falls ill with Covid 19 symptoms	Transmission to other members of group and premises	Follow Hall instructions Move person to a safe area. (Cloakroom) Obtain contacts and inform cleaner
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Events – Key Hirers	<p>To meet their specific Covid-19 secure guidelines.</p> <p>See risk assessment on notice board.</p>	<p>Notes for all Hirers</p> <p>Enter through main doors and Exit through kitchen. Comply with all notices.</p>	<p>Keep contact details of all participants (phone no. and address) for track and trace reasons.</p>
Outdoor activities		<p>In the event of sudden inclement weather may access the rear committee room.</p> <p>Use the single toilet accessed through the rear committee room if used must be cleaned down by the hirer with wipes provided.</p>	<p>If using key in key store this must also be cleansed before replacement.</p>
Meetings	Observing 2 metre safe distancing	<p>Ensure hall well ventilated before participants arrival. Ensure all doors/windows are closed again on exit.</p> <p>Can only be held in the hall. Use red chairs only.</p>	<p>Distancing table and chairs to protect yourself. Wipe all equipment used and bin wipes on exit through kitchen. Take own rubbish away for disposal. Use disabled toilet only and ensure cleaned /sanitised</p>

<p>Keep Fit, Yoga</p>	<p>Not yet permitted Or 6 only permitted in large well ventilated hall. Due to risk of aerosol transmission of the virus</p>	<p>Ensure hall well ventilated before participants arrival. Please ensure all doors and windows are closed again on exit The Hall will be cleaned and sanitised before your hire. Limit numbers. Anstey Village Hall can accommodate 10 participants with 2 metre distancing between each individual if government guidelines change. Use disabled toilet only and clean after use.</p>	<p>A red chair will mark the measurement and can be used to place individuals clothing but must be sanitised by those individuals before leaving the class. Masks are available to purchase for 50p each if required. Use own face shields. Anything used or touched by individual should be sanitised with wipes or spray provided. Dispose wipes and paper towels in bin provided and exit through the kitchen. Take away your own rubbish for proper disposal. Clean key before replacing in key store.</p>
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<p>Dancing</p>	<p>Restricted to 3 couples only For pairs dancing. Due to risk of aerosol transmission of the virus.</p>	<p>Ensure hall is well ventilated before participants arrival. Please ensure That all doors and windows are all closed again on exit Use red chairs and wipe-able tables only. Ensure entry to hall is one at a time and notices to wash or sanitise hands is observed. Use disabled toilet only and clean after use.</p>	<p>Use face shields and masks. Anything used or touched by individual should be /sanitised with wipes or spray provided Dispose of wipes or paper towels in bin provided and exit through the kitchen. Take away your own rubbish for proper disposal. Clean key before replacing in key store.</p>
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<p>WI and other clubs</p>	<p>Use hall only for activity</p>	<p>Ensure hall is well ventilated before participants arrival. Please ensure that all doors and windows are closed again on exit Use red chairs and wipeable tables only. Ensure entry to hall is one at a time and notices to wash or sanitise hands are observed. Use disabled toilet only and clean after use. State if screen is required for film or talk and limit the audience numbers so that the chairs can be placed observing social distancing rules. Keep participants at table to 2 in number not facing one another.</p>	<p>Use face shields or masks. Anything used or touched by individual should be wiped /sanitised with wipes or spray provided. Dispose of wipes or paper towels in bin provided and exit through the kitchen. Take away your own rubbish for proper disposal. Clean key before replacing in key store.</p>
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Indoor Bowls	As this is classed as a sedentary activity it is permitted provided there is adequate ventilation. AN activity not an exercise) However 2 metre distancing must still be observed and consideration of vulnerable, or players over the age of 70 must be taken into account.	Ensure hall is well ventilated before participants arrival. Please ensure That all doors and windows are closed again on exit. Use red chairs and wipeable tables only. Ensure entry to hall is one at a time and notices to wash or sanitise hands is observed. Use disabled toilet only and clean after use.	Masks are available to purchase for 50p each if required. Use own face shields. Anything used or touched by individual should be wiped /sanitised with wipes or spray provided Dispose of wipes or paper towels in bin provided and exit through the kitchen. Take away your own rubbish for proper disposal. Clean key before replacing in key store.
Anstey Arts	Live performances	Owing to the risk of aerosol transmission of the virus among performers and audience is not permitted	Await further guidance

We are reviewing parties and celebration events as Government guidelines are confusing for large gatherings , playing of music and provision of bars. So for the moment we say no to these.

Any events requiring catering are to be avoided at the moment as kitchen is currently closed for catering

The hiring group will be responsible for cleaning surfaces and equipment used during and at the end of the hire.

Valerie and Hazel are willing to clean hall and equipment to be used for Events until September when the regular cleaner will be back. She will be advised of any activities being held.

So that the halls' regularly used surfaces and toilets will be thoroughly Sanitised between hires by the Cleaner as of September. The hall floor and other floors are cleaned regularly.

Disposable masks are available for 50p each at entrance.

Please note:

Health and safety: The water system is flushed through thoroughly and hot water turned on to reach 50degrees c. to remove any risk of Legionella or other bacterial build up. In accordance with Environmental Health Officers guidance.

All materials e.g. floor mops which can harbour bacteria have been removed from use.

Only the cleaner has mops and cloths which are machine washable. Hirers to use only the Hygienic cloths or wipes provided.

Fire Safety. The fire safety check ups are up to date. The panelling in the hall has just recently been fireproofed.

The cloakroom is the designated space for anyone identified with suspected Covid 19 symptoms, please do not hang outdoor clothing in this area.

