**COVID-19**

**RISK ASSESSMENT**

**STOCKLAND VICTORY HALL**

**August 2020**

Mitigations are categorised as follows:

RED Action based on Government advice and should be considered mandatory

AMBER Actions that are strongly recommended

GREEN Actions that may be considered

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| **Areas of Risk** | **Risk Identified** | **CONTROLS & MITIGATION**  **INTRODUCED TO REDUCE RISK** |  |
| **NOTES** |
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| **Staff & Volunteers**  Identify activities and situations that may cause the transmission of the virus and the likelihood that staff/volunteers could be exposed | * Cleaning surfaces infected by people carrying the virus * Disposing of rubbish containing tissues and cleaning materials * Deep cleaning if someone falls ill with COVID-19 * Setting out the Hall for a consecutive event | * Staff/volunteers provided with protective overalls and plastic or rubber gloves * Signs will be erected to remind users of any one-way systems in use and of the need to sanitiser hands when entering and leaving. * Sanitisers will be available at the entrance and exit * Volunteers advised to wash outer clothes after undertaking any cleaning or maintenance duties |  |
| **Staff & Volunteers**  Who is at risk | * Staff/Volunteers who are either vulnerable or over 70 years. Staff carrying out cleaning and internal maintenance could be exposed if a person carrying the virus has entered the building * Stress from the impact of control measures | * **Staff/Volunteers in the vulnerable category are advised not to attend the Hall for the time being.** * **Discuss with volunteers over 70 whether the provision of protective clothing and cleaning surfaces before commencing any duties is sufficient to mitigate the risk** * **Talk with staff and volunteers regularly to see if arrangements are working and ensure they have an opportunity to raise their concerns** | * Staff/volunteers must be warned if someone is tested positive for COVID-19 who has been on the premises * Details of the persons medical condition must be kept confidential unless agreement to release that information is given |
| **ENTRANCE HALL/LOBBY** | * Possible pinch points and busy area where there is a risk to maintaining social distancing * Items of clothing left in lobby area on hangers * Pinch point at doors and people crossing to enter the toilets | * Mark out waiting area in lobby to encourage social distancing * Display social distancing notice * **Coat hanging area to be closed** * Provide hand sanitiser station | * The lobby area is small and social distancing will be difficult without control measures |
| **TOILETS** | * Social distancing is difficult and entrance to Ladies and Gents is a pinch point * Surfaces are high risk for infection | * Both toilets will have a supply of hot water soap, paper towels and a hot air hand drier. * Toilets must be cleaned on arrival and when activities are complete. Used hand towels must be removed with other waste. * Toilets to be deep cleaned twice a week by the cleaning contractors * Hirers to clean surfaces and control numbers entering the toilets with particular attention to light switches, toilet seats and handles and door handles * Notices to be displayed encouraging people to wash their hands for a minimum of 20 seconds * **The main toilet will be closed out of use** | * Ensure soap, paper towels, toilet tissue are regularly replenished and a hirer knows where to access for re-stocking if necessary * The single disabled toilet will be open for use |
| **MAIN HALL** | * Social distancing will need to be monitored because some activities may make this difficult * Door handles, light switches, window catches, tables and chairs. * Soft furnishings cannot be easily cleaned e.g. curtains | * **Social distancing measures must be maintained throughout any activity. If this cannot be achieved, then the activity must cease or be reviewed so that the 2m distances between users can be achieved.** * Notices to remind people of 2m social distancing to be displayed * The hirer must monitor themselves and others for signs of virus symptoms and ensure that anyone displaying ANY symptoms leaves the hall. * Anyone in contact with a person that displays symptoms must follow government guidance on isolation and testing. * Any equipment used; chairs, benches, tables, must be wiped down with disinfectant wipes before and after the activity. * Provide hand sanitiser station * **Meetings should be organised with chairs only and tables only where essential** | * Chairs with arms are reserved for the use of older or infirm people. These should be reserved for their use. Avoid anyone else touching them unless they are wearing rubber clovers * Consider removing the curtains |
| **PRE-SCHOOL**  Areas of Hall used by pre-school and dedicated school room | * Pre-school use the main entrance, main hall, kitchen, storeroom and toilets * There are up to 20 children under 5 attending pre-school at any one time * Social distancing is impossible to manage | * Pre-school have their own cleaning routine at the start and end of each session * When pre--school is open they have exclusive use of the Hall * Pre-school staff only use the disabled toilet the children have their own toilets t**h**at cannot be accessed by others * Parents are not permitted to enter the Hal | * Pre-school have undertaken their own risk assessment * Regular updates are provided to pre-school and visa-ve |
| **KITCHEN** | * Social distancing is more difficult in smaller areas * Light switches, work surfaces, sinks cookers and other kitchen utensils and equipment * Pinch point | * The kitchen will be closed out of use | * The kitchen annex, which is also used as a changing room for cricket , will also be out of use. |
| **STORE ROOM** | * Switches and door handles stored furniture and equipment | * Hirer will control accessing and stowing furniture and equipment * Furniture and equipment to be cleaned by hirer * Hall to undertake regular cleaning of all equipment * **Plastic chairs are available to allow easier cleaning** |  |
| **COMMITTEE ROOM** | * Light switches door handles and refrigerators * Social distancing will be difficult in this small room * Pinch point | * The committee room will be closed out of use |  |
| **CHANGING ROOM** | * Light switches, door handles and equipment * Toilet * Social distancing will be difficult * Pinch point | * The changing room will be closed out of use |  |
| **BOILER HOUSE** | * Door handle light switches and boiler controls | * **Limited access to Boiler House only three members of the committee have a key** * Prevent boiler pellet (wood pellet fuel) delivery driver from entering Boiler House * **In the event of service engineer attending risk areas will be cleaned after completion** | * The Boiler House is locked at all times |
| **CAR PARK** | * Parking area is congested * People are unable to social distance due to the volume of vehicles creating pinch points * People congregate at the entrance to the Hall and are unable to social distance | * The car park is outside so the risk of transmission is lower * Apply 2m markings at the entrance to the Hall on the ramp and steps | * The car park falls within the responsibility of the Parish Council but is used primarily by users of the hall |
| **EVENTS** | * Handling Cash and tickets * Seating too close for social distancing | * The organisers arrange pre-payment for event * For performances two empty seats between household groups * **Cash payments to be handled by one person wearing gloves** | * For Hall Committee events contactless payments are already available * No events are planned between September and December, 2020 |

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| Risk Assessment Created by: | | BRIAN GOSDEN | | | | | Position: | | Hall Chairman | | | | |
| Date created: | | 11/08/2020 | | | | | Review Date: | | 01/09/2020 (unless government advise changes) | | | | |
| Issue No: | 002 |  |  |  |  |  | |  | |  |  |  |  | |  |