



## WVCA HALL

### COVID-19 RISK ASSESSMENT

Area or People at Risk	Risk Identified	Actions to Mitigate Risk	Notes
<b>Contractors and volunteers</b> <b>Identify what work / activity might cause transmission of the virus and likelihood contractors or volunteers could be exposed</b>	<ul style="list-style-type: none"> <li>Cleaning surfaces infected by persons carrying the virus.</li> <li>Disposing of rubbish containing infected items (e.g. tissues &amp; cloths).</li> <li>Deep cleaning following somebody falling ill on the premises with suspected COVID-19</li> <li>Occasional maintenance workers</li> </ul>	<ul style="list-style-type: none"> <li><b>Warning notice at hall entrance and on room doors.</b></li> <li><b>Requirement to wear face coverings</b></li> <li><b>Stock of PPE (protective aprons and plastic gloves) provided for <u>volunteers</u>.</b></li> <li><b>Contractors required to provide their own.</b></li> <li><b>Everybody advised to wash outer clothes after cleaning duties.</b></li> <li><b>Hall Manager given PHE guidance and PPE for use in the event of a deep clean being required.</b></li> </ul>	Guidance required on cleaning: <ul style="list-style-type: none"> <li>Spray disinfectants</li> <li>Antibacterial wipes</li> <li>Cloths</li> <li>Sensitive areas where sprays should not be used (e.g. light switches, rubberised and glued services)</li> <li>Hall Manager has been supplied with a copy of public Health England – COVID-19: cleaning of non-healthcare settings and has access to PPE</li> </ul>
<b>Contractors and volunteers</b> Who could be at high risk / at risk if exposed to virus	<ul style="list-style-type: none"> <li>Risk that somebody carrying the virus enters the hall and spreads the virus.</li> <li>Particular groups (high risk &amp; extremely vulnerable)</li> <li>Anybody undertaking cleaning / maintenance duties</li> </ul>	<ul style="list-style-type: none"> <li><b>Warning notices</b></li> <li><b>Provision of a store of PPE for at risk WVCA volunteers undertaking cleaning and other activities in the hall</b></li> <li><b>In the event of being informed that somebody who visited the hall has developed COVID-19 symptoms – Mailchimp and Facebook to advise villagers</b></li> </ul>	PPE for at risk volunteers to be stored in unlocked cupboard <b><u>number 6</u></b> in corridor

**ACRE KEY:** Red – actions based on Government advice; green – actions strongly recommended; black – actions that may be considered

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<b>Exterior areas – car park, rear path</b>	<ul style="list-style-type: none"> <li>Failure to social distance on entering and leaving the hall</li> <li>Littering of potentially infected items</li> </ul>	<ul style="list-style-type: none"> <li><b>Warning notice on entrance</b></li> <li><b>Requirement to wear face coverings</b></li> <li><b>Warning on Hirers' suggested Risk Assessment proforma</b></li> <li><b>Hall manager to check when present</b></li> </ul>	<ul style="list-style-type: none"> <li>WVCA does not own carpark or footpaths so can't mark out 2 metre waiting area as Government advise.</li> <li>Purchase signs / tape</li> <li>Transitory encounters are less dangerous</li> </ul>
<b>Entrance, lobby, corridor, staircase</b>	<ul style="list-style-type: none"> <li>Pinch points where social distancing may be difficult</li> <li>Door handles (including opening pad for entrance door), light switches</li> <li>Key safe</li> <li>Floors with carpet tiles less easily cleaned</li> </ul>	<ul style="list-style-type: none"> <li><b>Mark 2 metre gaps with tape</b></li> <li><b>Door handles, light switches, key safe to be cleaned regularly</b></li> <li><b>Hand sanitiser to be provided and checked daily</b></li> <li><b>Identify pinch points</b></li> <li><b>Create one-way systems</b></li> <li><b>Carpeted areas will be vacuumed</b></li> </ul>	<ul style="list-style-type: none"> <li>More bins to be provided in entrance area and rooms</li> <li>Purchase tape and signs</li> </ul>
<b>Main hall</b>	<ul style="list-style-type: none"> <li>Door handles, light switches, window catches, window ledges, kitchen hatch, tables, chairs</li> <li>Curtains which cannot be readily cleaned between use</li> <li>Photo, pictures, wall hangings</li> <li>Sound equipment / screen</li> <li>Social distancing</li> <li>Ventilation / heating – air conditioning may spread the virus</li> <li>Upholstered seating – virus may remain on fabric which cannot readily be cleaned between groups</li> </ul>	<ul style="list-style-type: none"> <li><b>Door handles, light switches, window catches, window ledges, those tables and chairs used to be cleaned by hirers before and after each hire AND by cleaner once per day</b></li> <li><b>Curtains to be tied back</b></li> <li><b>Hand sanitiser to be provided and checked daily – stored in kitchen</b></li> <li><b>Hirers reminded to social distance, to limit group size and wash hands regularly – notice, risk assessment</b></li> <li><b>Cleaning materials to be placed in bucket in the kitchen for hirers</b></li> <li><b>One-way system, hall to be exited via emergency exit at end of corridor</b></li> <li><b>Hall to be ventilated by opening of windows and heated by old wall heaters – air conditioner to be decommissioned</b></li> <li><b>Metal parts of the chairs should be cleaned regularly and chairs rotated so that used ones are not reused for 72 hours</b></li> </ul>	<ul style="list-style-type: none"> <li>The Hall Manager will have prior knowledge of furniture used and be aware of what needs cleaning</li> <li>Padded chairs are safe because no arms, but professional advice being sought on cleaning</li> <li>Wall hangings not deemed a risk of being touched</li> <li>Dado rail will be cleaned in the usual way</li> <li>Ensure window keys are available</li> <li>The Hall Manager will need to identify chairs which can be used and those that are being quarantined for 72 hours</li> </ul>

Area or People at Risk	Risk Identified	Actions to Mitigate Risk	Notes
<b>Small lower hall</b>	<ul style="list-style-type: none"> <li>• Social distancing harder in a small room</li> <li>• Door handles, light switches, window catches, window ledges, kitchen hatch, tables, chairs</li> <li>• Floors with carpet tiles less easily cleaned</li> <li>• Emergency / exit door has a step down</li> <li>• Storage cupboards</li> <li>• Bookshelves</li> <li>• Upholstered seating – virus may remain on fabric which cannot readily be cleaned between groups</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure hall is only used by groups who meet the number criteria</b></li> <li>• <b>One-way system – exit by fire door</b></li> <li>• <b>Door handles, light switches, window catches, window ledges, tables to be cleaned by hirers before and after each hire AND by cleaner once per day if room has been used</b></li> <li>• <b>Carpet vacuumed weekly</b></li> <li>• <b>Warning sign on exit door of step down</b></li> <li>• <b>Bookcase to be sealed by polythene sheet</b></li> <li>• <b>Metal parts of the chairs should be cleaned regularly and chairs rotated so that used ones are not reused for 72 hours</b></li> <li>• <b>Cleaning materials to be placed in a bucket for hirers</b></li> </ul>	<ul style="list-style-type: none"> <li>• Closing the room and using it to kettle point queuing for toilet was considered but felt to be unnecessary</li> <li>• Advice being sought on how to clean padded seats</li> <li>• Bin for waste and sanitiser to be put in room</li> <li>• The Hall Manager will need to identify chairs which can be used and those that are being quarantined for 72 hours</li> </ul>
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>• Social distancing harder</li> <li>• Door handles, light switches, window catches, window ledges, kitchen hatch, work surfaces, sinks, cupboard/drawer doors/handles</li> <li>• Fridge/freezer</li> <li>• Cooker/microwave</li> <li>• Plate warmer</li> <li>• Crockery cutlery</li> <li>• Dishwasher</li> <li>• Hot water boiler</li> <li>• Emergency / exit door has a step down</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Kitchen to be closed in the short term; equipment disconnected</b></li> <li>• <b>Hirers encouraged to bring own food and beverage</b></li> <li>• <b>Hand sanitiser, soap and paper towels to be provided and checked daily</b></li> <li>• <b>Daily, cleaner to wipe down surfaces that might have been touched</b></li> </ul>	<ul style="list-style-type: none"> <li>• ACRE state that if kitchen is used <b>Hirers control numbers, special warning for vulnerable groups (over 70 and others). Hirers clean all areas likely to be used before and after use and all crockery and cutlery used.</b></li> <li>• <b>Cleaning materials to be placed in bucket in the kitchen for hall hirers.</b></li> </ul>

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<b>Storage Cupboard in corridor (tables)</b>	<ul style="list-style-type: none"> <li>Social distancing impossible</li> <li>Door handles and doors</li> </ul>	<ul style="list-style-type: none"> <li><b>Hirer to control access and stowing of tables</b></li> <li><b>Doors, handles, tables to be cleaned by hirers before and after each hire AND door handle, (if used) by cleaner once a day</b></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Store cupboard number 6</b>	<ul style="list-style-type: none"> <li>Accessed is only from corridor</li> </ul>	<ul style="list-style-type: none"> <li><b>No risk to mitigate</b></li> </ul>	<ul style="list-style-type: none"> <li>General cleaning products to be stored here. Also, PPE for WVCA vulnerable volunteers</li> </ul>
<b>Store cupboard (cleaner) number 7</b>	<ul style="list-style-type: none"> <li>Social distancing impossible</li> <li>Door handles and doors, light switch(?)</li> </ul>	<ul style="list-style-type: none"> <li><b>To be kept locked – no public access</b></li> <li><b>Cleaner / hall manager to determine frequency of cleaning</b></li> </ul>	<ul style="list-style-type: none"> <li>Cleaning chemicals etc store</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>Social distancing difficult</li> <li>Electric hand dryers</li> <li>Surfaces are constantly touched – door handles, light switches, basins, toilet handles, seats, mirrors, etc</li> <li>Baby changing shelf</li> <li>The accessible toilet is the designated area for anybody taken ill with suspected COVID-19</li> </ul>	<ul style="list-style-type: none"> <li><b>Hirers to control numbers accessing toilets at any one time and consider needs of vulnerable groups</b></li> <li><b>Ensure supply of adequate soap, paper towels, toilet paper and check supply</b></li> <li><b>Electric hand dryers will be disconnected</b></li> <li><b>Door handles, light switches, window catches, window ledges, and all surfaces to be cleaned by hirers before and after each hire AND by cleaner once per day</b></li> <li><b>Follow hall policy – toilet to be closed for 7 hours and deep cleaned</b></li> </ul>	<ul style="list-style-type: none"> <li>Electric hand dryers to be disabled</li> <li>Automatic taps are an advantage</li> <li>Ensure hirers know where stock of soap, paper towels, toilet paper are kept</li> <li>Disposable PPE must be kept here should it be used for somebody taken ill with suspected COVID-19. Also, general cleaning materials in a bucket. A copy of the policy will be affixed on the inside of the door</li> </ul>

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<b>Upstairs hall</b>	<ul style="list-style-type: none"> <li>Door handles, light switches, window catches, tables, chairs</li> <li>Floors with carpet tiles less easily cleaned</li> <li>Handrail on staircase will be touched by many</li> <li>The seat on stairlift will be touched if used</li> <li>Upholstered seating – virus may remain on fabric which cannot readily be cleaned between groups</li> <li>Social distancing – one-way system</li> <li>Emergency / exit door has a step down</li> </ul>	<ul style="list-style-type: none"> <li><b>Door handles, light switches, window pole, tables handrail on stairs to be cleaned by hirers before and after each hire AND by cleaner once per day if the hall has been used</b></li> <li><b>Should the stair lift be used, the hirer must clean it before and after use</b></li> <li><b>Air con will be decommissioned</b></li> <li><b>Pole with hook to be provided to facilitate opening of Velux windows – pole to be wiped before &amp; after use</b></li> <li><b>Metal parts of the chairs should be cleaned regularly and chairs rotated so that used ones are not reused for 72 hours</b></li> <li><b>Where room is to be used for activities that might involve skin to carpet contact, hirers will be warned at induction that the WVCA cannot guarantee that the room has not been used for 72 hours and that those attending yoga and Pilates classes should bring their own mats, reducing contact with the floor, and pay attention to hand sanitisation</b></li> <li><b>One-way system – exit by fire door at foot of stairs</b></li> <li><b>Warning sign on exit door of step down</b></li> </ul>	<ul style="list-style-type: none"> <li>Purchase pole</li> <li>Advice is based on ACRE Info Sheet on Re-opening Halls, issue 4 20 July 2020 p12 (Question and answers)</li> </ul>
<b>Upstairs office</b>	<ul style="list-style-type: none"> <li>Social distancing impossible</li> <li>Office equipment</li> <li>Door handles and light switches</li> </ul>	<ul style="list-style-type: none"> <li>Room is locked and rarely used – those using it will take responsibility for cleaning vulnerable sites before and after use.</li> </ul>	<ul style="list-style-type: none"> <li>Should we affix a warning notice on the door?</li> </ul>
<b>Upstairs storage room</b>	<ul style="list-style-type: none"> <li>Social distancing impossible</li> <li>Door handles and light switches</li> </ul>	<ul style="list-style-type: none"> <li>Notice will be placed on the door – access one at a time only</li> </ul>	<ul style="list-style-type: none"> <li>Those who store equipment here will be informed of the restrictions and advised to clean any of their equipment they remove before and after use.</li> </ul>
<b>Loft</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None – kept locked</li> </ul>	<ul style="list-style-type: none"> <li>No unauthorised entry</li> </ul>