

**COVID-19 Risk Assessment for re-opening Village Halls – Prepared 29<sup>th</sup> June 2020 and Reviewed 26<sup>th</sup> March 2021**

This document is based on advice received from Action for Communities in Rural England, and was prepared by Tom Lupton (Chairman), Jerry Slinn (Vice Chairman), Maureen Farris (Committee member responsible for Health and Safety) and Flick Brockman (Caretaker).

A copy will provided to all organisations which regularly use the hall together with the Covid 10 Special Conditions of Hire. Any points raised by halls users will be considered, and where appropriate taken on board.so that any points they raise can be taken on board.

**The risk assessment needs to be read in conjunction with Government Covid 19 Regulations in force at the time of use.**

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. VHSC cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<b>Staff and contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning premises if someone falls ill with CV-19 on the premises.  Volunteers (Committee Members)	<b>Stay at home guidance if unwell at entrance and in Main Hall. Caretaker provided with protective overalls and plastic or rubber gloves and advised to wash outer clothes after cleaning duties.</b>  <b>Caretaker will be given PHE guidance and PPE for use in the event deep cleaning is required.</b>  <b>To be briefed on measures in place and need for hand washing and sanitising on arrival and departure</b>	Cleaning and PPE requirements discussed and agreed with caretaker.

Biddenden Village Halls and Sports Committee  
Registered Charity 302684

	Occasional Maintenance workers.	<b>Maintenance workers will receive Covid 19 briefing before they start work</b>	
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Staff and volunteers (Committee members) in the vulnerable category are advised not to attend work or visit halls for the time being.</b></p> <p><b>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</b></p> <p><b>Talk with staff, and committee members regularly to see if arrangements are working.</b></p>	<p>Staff and volunteers will be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns. This is covered in Covid 19 Special Conditions for hiring</p>

Biddenden Village Halls and Sports Committee  
Registered Charity 302684

<p>Exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p><b>Notices put up outside all potential entrances to encourage people to observe 2m spacing and when queueing to enter.</b></p> <p><b>Before each use of the halls Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p><b>"Pinch points" and busy areas identified. These will be discussed with hirers before the halls are used.</b></p> <p><b>For larger events consideration will be given to marking out 2 metre spacing in entrance area and creating one-way system and provide signage.</b></p> <p><b>Door handles and light switches to be cleaned before halls are used.</b></p> <p><b>Hand sanitiser to be provided by hall</b></p>	<p>Caretaker aware of this requirement.</p> <p>Bins provided in entrance hall, halls and kitchen and emptied before halls are used.</p> <p>Hand sanitiser to be checked by caretaker prior to halls being used</p>

Biddenden Village Halls and Sports Committee  
Registered Charity 302684

<p>Main Halls</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use by caretaker. Where this has not been done users to be informed.</b></p> <p><b>Chairs have metal frames and cushions. The chairs will be set out by the caretaker and frames wiped between use. Users not to restack chairs after use.</b></p> <p><b>Caretaker to close curtains as part of hall set up for evening events</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities.</b> <b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>Caretaker aware of need to inform users if halls have not been cleaned prior to use.</p> <p>Caretaker to brief users.</p> <p>Hand sanitiser will be provided.</p>
<p>Kitchen</p>	<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</p>	<p><b>Hirers encouraged to bring their own Food and Drink for the time being.</b></p> <p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b></p> <p><b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></p> <p><b>Hirers to bring own tea towels.</b></p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p>

Biddenden Village Halls and Sports Committee  
Registered Charity 302684

	Cooker/Microwave	<b>Hand sanitiser, soap and paper towels will be provided</b>  <b>Kitchen to be locked by Caretaker if it is not needed by hall hirer</b>	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Access unlikely to be required by most hirers. Caretaker to decide frequency of cleaning.</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved from 'Club' storage cupboards	<b>As above</b>  <b>Hirer to control accessing and stowing equipment to encourage social distancing.</b>	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b>  <b>All surfaces will be cleaned by caretaker prior to hiring, if this is not possible the hirer will be informed.</b>  <b>Posters in place to encourage 20 second hand washing.</b>	Soap, paper towels, tissues and toilet paper to be replenished before each hiring.
Boiler Room	Door handle, light switch Social distancing not possible	<b>Cleaner to decide frequency of cleaning.</b>	
Events	Handling cash and tickets Too many people arrive	<b>Individual Risk Assessments will be carried out for all VHSC organised events</b>	