**Covid-19 Risk Assessment for Lyminge Village Hall**

* This Covid-19 Risk Assessment may need to be updated / amended in light of any new government advice.

| **Area/People at Risk** | **Risk Identified** | **Actions to take to mitigate risk** | **Notes** |
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| Contractors and volunteers  (Identify what situations may cause transmission of virus and increase exposure risk.) | Cleaning surfaces that might be infected by people carrying virus  Disposing of rubbish containing tissues / cleaning cloths.  Deep cleaning village hall if someone is taken unwell with covid-19 symptoms whilst on the premises. | ‘Covid-secure guidelines’ poster to be displayed at entrance and in main hall. (This includes ‘do not enter if unwell’ and ‘face coverings to be worn’)  Disposable aprons and gloves are supplied for any cleaning duties.  Volunteers advised to wash outer clothes after cleaning duties.  Follow PHE guidance and wear PPE if deep cleaning is required.  (Use disposable cloths / mop heads to clean all hard surfaces such as door handles / chairs / floors; wash hands with soap and water for a minimum of 20 seconds after all PPE has been removed). | If waste is from an individual with symptoms, it should be double bagged and marked for storage until test results are available. If negative, it can be disposed of in the normal way. If positive, it must be stored for 72 hours. |
| Contractors and volunteers  (Think about who could be at risk and likelihood staff/volunteers could be exposed). | Volunteers who are either extremely vulnerable or over 70.  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.  Mental stress from handling the new situation. | Discuss situation with 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.  Regular communication between committee members – easy for concerns to be raised through WhatsApp group or email. | All volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises.  (Details of a person’s medical condition must be kept confidential, unless he/she agrees it can be shared).  LVH welcomes feedback - people know they can raise concerns. |
| Someone falls ill with COVID-19 symptoms | Transmission to others | Move person to safe area (grass area outside main entrance), obtain contacts and inform hall booking secretary. Arrange for them to go home.  Give consideration to ending event early and asking all attendees to go home. | Covid-19 first aid kit is available in the bar area if required. |
| Social distancing requirements and limit on group sizes of 6 or 2 households (NB not required once we reach stage 4 of the roadmap out of lockdown).  Risk to hirers/event organisers and to those attending the hall | Confusion among hirers.  Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.  Risk of virus spread to all attending an activity or event, rather than one group of <6. | Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.  Adjust hire conditions to cover this.  Face coverings should be worn (unless exempt) following the current Government advice. This is also specified on the Covid-secure guidelines poster.  Discuss concerns with hirer, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements. | Event organisers are not expected to ask about people’s domestic arrangements. But no group members should mingle with another group.  Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions. |
| Car Parks / Paths/ Exterior Areas | Social distancing is not observed as people congregate before entering premises. | Mark out 2 metre waiting area outside the main entrance with spray paint on the ground to encourage care when queuing to enter. |  |
| Entrance hall / corridors | Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.  Door handles, sanitiser dispenser, light switches in frequent use. | Social distancing reminder posters in corridors  Copy of Covid-19 risk assessment to be displayed on notice board.  Frequent cleaning of high-risk areas as stated.  Hand Sanitiser to be wall mounted inside entrance hall and used by everyone as they enter the premises. | Hand Sanitiser needs to be checked daily. |
| Main Hall  Harry Storey room (HS room)  2-year-old room (2YO room) | Social Distancing  High-touch areas eg. door handles, light switches, plug sockets, window catches, hatch to kitchen  Tables  Curtains or any other soft furnishings that cannot be readily cleaned between uses. | Social distancing guidance to be observed by hirers.  All high-touch areas to be cleaned frequently & also cleaned by hirer before they use the hall  Tables to be cleaned before they are put away  Curtains to be left open in smaller rooms  Hirers encouraged to wash hands frequently (covid guidance poster). | Consider removing items which are difficult to clean.  Curtains in hall are too high to be touched.  Recommend hirers hire larger meeting space, ie hall, and avoid use of small rooms (except preschool). |
| Upholstered chairs | Virus may remain on fabric.  Cannot readily be cleaned between use.  Frequent cleaning would damage fabric.  Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently. | Clean metal/plastic parts regularly touched.  Rotate use of upholstered chairs where possible.  Ask those moving the chairs to wear disposable gloves. |  |
| Kitchen | Social distancing more difficult  High-touch areas eg. Door/cupboard/fridge handles, light switches, plug sockets, window catches, hatch to hall, kettle, taps, drawer handles, work surfaces, oven/microwave controls. | Hirers asked to limit the number of people using the kitchen to 2 at any one time.  All high-touch areas to be cleaned frequently & also cleaned by hirer before they use the hall.  Hirer to bring own tea towels and hand towels.  Hand sanitiser, soap and paper towels to be available in kitchen to encourage regular handwashing | Cleaning materials to be made available in clearly identified location, eg a box in bar area, regularly checked and re-stocked as necessary.  Consider closing kitchen if not required (or restricting access).  Encourage hirers to make minimal use of kitchen  Window does open to provide ventilation |
| Store cupboards (cleaning) | Social Distancing not possible  Door handles, light switches | Public access unlikely to be required.  Cleaner to decide on frequency of cleaning. |  |
| Storage rooms (furniture/equipment) | Social distancing difficult  High-touch areas - door handles, light switches  Equipment needing to be moved not normally in use | Hirer to control access, stowing and cleaning of equipment, and encourage social distancing.  All high-touch areas to be cleaned frequently & also cleaned by hirer before they use the hall.  Hand sanitiser to be available in store room for use before and after moving equipment. |  |
| Toilets | Social distancing difficult  High-touch areas - door handles, light switches, hand driers, basins, taps, baby changing unit, toilet pans / seats / urinals / flush | Maximum of two people in each toilet suite at a time.  All high-touch areas to be cleaned frequently & also cleaned by hirer before they use the hall.  Ensure soap, paper towels and toilet paper are regularly replenished.  Display posters to encourage 20-second handwashing | Signs on doors regarding 2-person limit |
| Stage | Curtains  Lighting and sound controls | Stage curtains to be left closed and sign next to control cord advising they are not to be touched.  Hirer to control access and clean as required. |  |
| Events | Handling cash and tickets  Too many people arrive | Organiser arranges online booking systems and cashless payments as far as possible.  For performances, seats to be limited, booked in advance, 2 seats between household groups.  Cash payments/donations to be handled by one individual wearing gloves. | Additional risk assessment would be required for any specific event |

Last reviewed on 01 July 2021