

West Wickham Village Hall

Risk Assessment for opening Hall for general use

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff/Hirers Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Premises being contaminated by people attending the hall with positive test for CV-19 or a person taken ill with symptoms whilst at the hall	Hall will be closed and a deep clean will be required. Staff given PHE guidance and PPE for use in the event of possible contamination of the hall	Staff/volunteers/hirers will need guidance on procedures for isolating suspected contaminated persons in the isolation room and using the PPE provided there. <i>VHMC Provide PPE in line with ACRE recommended First Aid Kit. This kit will remain in the isolation room which is the Bar for Pre-school and the Disabled Toilet for other users.</i>
Staff, contractors and hirers —think about who could be at risk if exposed to risk of contamination	People who are either extremely vulnerable or over 70 could be exposed if a person carrying the virus has entered the premises or falls ill.	People in the vulnerable category are advised not to use the hall for the time being. Discuss situation with clubs/associations with members over 70 to identify	People in the hall will need to be warned immediately if someone who is on the premises shows CV-19 symptoms. Details of a person's medical condition must be kept confidential, unless the person agrees it can be shared.

		whether they should cease attending for the time being. Clubs should consider this in their Risk Assessment	It is important people know they can raise concerns.
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.	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. <i>2m separation lines marked at approach to the hall entrance Attendees should wait in their cars until advised to go to the hall.</i>
Car Park/paths/ patio/exterior areas		Outside waiting areas to be kept clear of rubbish and possibly contaminated waste	Ordinary litter collection arrangements can remain in place. <i>VHMC to provide vinyl gloves for handling rubbish and ensure sufficient bin bags are available</i>
Entrance to the Hall	Risk of infection	Ensure attendees do not have a temperature and hands are sanitised	<i>Remote temperature sensing of attendees can be carried out using equipment available. Hand sanitiser station to be used before entering the hall. Persons entering the hall are to wear face coverings. Personal clothing to be left on the cloak storage hooks.</i>
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social	Identify "pinch points" and busy areas. Mark out 2 metre spacing in entrance area.	<i>Internal pinch point is the toilet alleyway and control of access to the toilets to be managed "one in</i>

	<p>distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p><i>one out" using the tally board near the disabled toilet</i></p> <p><i>Hand sanitiser will be available at the designated exit</i> <i>VHMC to provide equipment and consumables and waste bins</i></p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms. Commemorative photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use Cushioned chairs which are difficult to clean should not be used Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p><i>VHMC will provide normal anti-bac spray and re-useable cloths to clean door handles, surfaces, tables and chairs.</i> <i>Switches to be wiped and not sprayed.</i> <i>Brown plastic chairs to be used in preference to the upholstered chairs</i> <i>Soap dispensers and paper towels are available in toilets</i> <i>Hand sanitiser will be available.</i></p>
Main Hall Part Hall Meeting Room	<p>Social distancing at 2m restricts the number of people using each space Main Hall capacity is 30 people Parti Hall is 20 people Meeting Room is 10 people</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, to avoid possible transmission of virus rooms are to be well ventilated Surfaces, equipment and door and window handles to be cleaned by hirers before use</p>	<p><i>The hall will only be hired to one user group at a time and the hall will not be partitioned.</i> <i>The requirement to use face coverings in the hall may be relaxed for certain activities but such relaxation is to be supported by the user's risk assessment.</i></p>
Kitchen	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash,</p>	<p><i>Cleaning materials will be made available in clearly identified location on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</i></p>

	Kettle/hot water boiler Cooker/Microwave	dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Hirers to bring their own Food and Drink for the time being.	<i>Consider closing kitchen if not required and restricting access to one person at a time.</i> <i>Hirers to bring their own tea towels and take them home afterwards</i>
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Clubs have access to the cleaning cupboard and some use their own equipment	<i>VHMC to maintain a stock of the necessary equipment and consumables in the cleaning cupboard. Non approved materials to be removed</i>
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing. Cushioned chairs which are difficult to clean should not be used	<i>Upholstered chairs will not be used due to difficulty in cleaning them</i> <i>Equipment is stowed on easily moved trollies, only one person needs to enter store at a time for chairs and tables.</i> <i>Two people needed to handle bowls mats can maintain 2m separation</i> <i>NB Notice to post on door</i>
Toilets	Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before users arrive Consider engaged/vacant signage and posters to encourage 20 second hand washing.	<i>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</i> <i>A tally board with Gents and Ladies tags are on a board next to the disabled toilet.</i> <i>When a user takes the tag when going to the toilet the board</i>

			<p><i>indicates that the toilet is occupied. One person to use toilet at a time.</i></p> <p><i>Only one toilet and wash basin will be in use in each toilet</i></p> <p><i>Passing in alley allowed if done quickly</i></p>
Seated Meetings	Face to face meeting and social distancing	Provide seating guidance	<p><i>A seating plan for a group of 8 persons is included in the Special Covid conditions to maintain social distancing. Tables and chairs are to be cleaned before and after meetings along with trolley handles.</i></p>
Exit from hall to avoid people passing	Multiple passing events when the event involves people coming and going	Establish a one-way system	<p><i>2m social distancing to be observed and face coverings to be worn when entering and leaving the hall.</i></p> <p><i>When activities allow for people to enter and leave the building at different times, entry will be by the main entrance and exit will be via the disabled emergency exit of the main hall where a sanitising station is available.</i></p>
Exit from hall to avoid people passing	Maintain social distancing	Phase exit times to maintain 2m separation	<p><i>Where club events are held and people arrive and depart in groups, the main entrance can be used for entry and exit.</i></p> <p><i>Pre-school have a segregated drop off system requiring a one-way system at the front entrance which is not necessary for group exits</i></p>
Limiting virus spread in the hall	Some activities may require social distancing at 1m+	Good ventilation of the hall & face coverings	<p><i>The front door and hall door from the foyer and an</i></p>

			<p><i>emergency exit door can be kept open to enable a circulation of fresh air. High level windows in the hall can also be opened.</i></p> <p><i>When seated meetings are taking place people facing each other should maintain 2 m social distancing but those facing the same way such as an audience can follow 1m+ with ventilation and face coverings.</i></p> <p><i>Guidance allows face coverings to be removed for physical activities such as exercise.</i></p>
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