

Small Dole Village Hall

Risk Assessment for re-opening hall – August 2020

Area or People at Risk	Risk Identified	Action taken to mitigate risk	Notes
Hall Users	Risk of infection from other users, from contaminated surfaces and/or rubbish containing tissues and cleaning cloths	<ul style="list-style-type: none"> <li>• Terms and conditions of use updated to follow government guidelines on social distancing, use of PPE, and action to be taken if individuals show symptoms of Covid-19</li> <li>• Reduction in maximum hall capacity (12) to enable social distancing</li> <li>• Updated signage installed in the hall to encourage social distancing and appropriate hygiene measures</li> <li>• Updated cleaning protocols established</li> <li>• Hand sanitisers and antibacterial cleaning products supplied for users</li> </ul>	Users asked to take their rubbish away with them
Caretaker/cleaner	Risk of infection from contaminated surfaces and/or rubbish containing tissues and cleaning cloths	<ul style="list-style-type: none"> <li>• Caretaker provided with appropriate PPE and cleaning materials</li> <li>• Caretaker given guidance on cleaning protocols and safe operation</li> </ul>	The caretaker will also be given a copy of the risk assessment, reassured that this will be looked at monthly, and asked to report any uneasiness or difficulties immediately to the bookings secretary
Other visitors: Contractors	Risk of infection from contaminated surfaces and/or rubbish containing tissues and cleaning cloths	<ul style="list-style-type: none"> <li>• Hall will be cleaned after each use, including all handles and switches</li> <li>• Contractors will need to make arrangements to enter the hall with the Bookings Secretary</li> </ul>	
Car Park & entrance pathway	Social Distancing not observed by users Accumulation of rubbish	<ul style="list-style-type: none"> <li>• Signs to be put up at entrance to remind users about social distancing</li> </ul>	The committee will review whether distancing signs could be installed on the path leading up to the entrance

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		<ul style="list-style-type: none"> <li>• Terms and Conditions updated to include reminder and safe handling and removal of rubbish at the end of the hire</li> <li>• Caretaker to check all rubbish has been disposed of safely</li> </ul>	
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Entrance Hall/Lobby/ Kitchen/Toilets	Possible 'pinch points' and busy areas where there is a risk that social distancing will not be observed Door handles and light switches in frequent use	<ul style="list-style-type: none"> <li>• Signage to be installed to guide on social distancing and maximum occupancy (Max 2 in kitchen area)</li> <li>• Signs to remind about wearing of masks where social distancing of 2m cannot be observed</li> <li>• Updated Terms and Conditions require users to clean all surfaces (including switches and handles) that may have been contaminated at the end of their hire</li> </ul>	
Main Hall & store area	Soft furnishings that cannot be cleaned regularly could be source of contamination	<ul style="list-style-type: none"> <li>• Carpet in store area will be cleaned once a month</li> <li>• Fabric chairs are a potential source of contamination. Two sets of 12. Chairs to be identified for use in rotation</li> <li>• Committee will investigate purchase of 12 new chairs</li> <li>• Curtains will be left in situ for the time-being as they are not likely to be used at this time of year and they are not in the way of the window handles. This decision will be kept under review</li> </ul>	Whilst community transmission rates are low, and with the other mitigations in place, residual risk from chairs and curtains is considered to be low and tolerable but this will be kept under review.

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Kitchen	Social distancing is more difficult and higher risk of contamination from use of facilities	<ul style="list-style-type: none"> <li>• Signs to advise maximum number of persons in kitchen area is two</li> <li>• Users to be advised that kitchen should not be used for food preparation</li> <li>• Users required to clean all surfaces and equipment used, at the end of the hire</li> </ul>	The hall will also be cleaned by the caretaker after each use
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Toilets	Social distancing is more difficult and higher risk of contamination from use of facilities	<ul style="list-style-type: none"> <li>• Signs up to remind users about social distancing</li> <li>• Users required to clean all surfaces and equipment used, at the end of the hire</li> <li>• Soap, paper towels and cleaning products supplied for users</li> </ul>	The hall will also be cleaned by the caretaker after each use
Store area	Social distancing is more difficult and higher risk of contamination from use of facilities Cleaning of foldaway tables	<ul style="list-style-type: none"> <li>• Signs up to remind users about social distancing</li> <li>• Users required to clean all surfaces and equipment used, at the end of the hire</li> <li>• Users required to clean foldaway tables before and after use</li> </ul>	Users are required to clean foldaway tables both <u>before</u> and after use as they will not be cleaned by the caretaker between users