

Oake and District Hall

COVID-19 Risk Assessment for re-opening Hall

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Cloths should be used on light switches and electrical appliances rather than spray disinfectants. Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– 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. 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. Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being. 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. Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>	<p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. Talk with staff, trustees and volunteers regularly to see if arrangements are working. It is important people know they can raise concerns.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.</p>	<p>Hirers to remind users to observe the social distancing requirements as detailed by the government at the time of the hiring.</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>

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	People drop tissues.	Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Hirers to remind users to observe the social distancing requirements as detailed by the government at the time of the hiring. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall. Bin to be located to the foyer and remove lid to prevent users having to touch lid. Bag to be removed by hirer when locking up Only make disabled toilet available.	Hand sanitiser needs to be checked daily.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaning staff, but hirers are expected to wipe all surfaces in areas used during their hire (if this is not done, additional hire charges will be applied). Cushioned chairs from the Committee room not to be used in main hall. Other cushioned chairs to be stored on stage. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Cleaning materials to be made available in clearly identified location, eg a box on servery ledge,, regularly checked and re-stocked as necessary First Aid box kept in hall to reduce need to enter kitchen

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		Hirers to be informed not to touch the curtains. 40 plastic chairs to be made available for use.	
Pig and whistle lounge	Social distancing more difficult in smaller areas	Committee room not being hired out at this time, hirers will need to use main hall. If used for essential work then cushioned chairs not to be used, hard chairs to be used from main hall.	
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers being encouraged to bring their own Food and Drink for the time being. Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those aged over 70. Hirers to bring own tea towels. Soap and hand towels to be provided.	. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to control accessing and stowing equipment to encourage social distancing. Hirer to leave any equipment used in the hall to enable it to be cleaned before being put away.	
Toilets	Social distancing difficult.	Only allow access to disabled toilet (Close ladies and gents toilets)	Ensure soap, paper towels, tissues and toilet paper are regularly

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	Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hand dryers are not to be used and will be disabled by Manager.	replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Hirers to be informed that stage is not to be used until further notice.	