

COVID 19 RISK ASSESSMENT – LANGTON GREEN VILLAGE HALL - UPDATE AUGUST 2021

AREA and PEOPLE AT RISK	RISKS - People at risk, sources of infection.	ACTIONS TO MITIGATE RISK	NOTES
All hall users	<p>After visiting the hall/attending an event there when there a suspected case identified</p> <p>Airborne transmission.</p>	<p>Essential for those using the hall when a suspected Covid-19 case identified. Wash clothing after attendance to reduce risk of transmission.</p> <p>Maximise ventilation (windows open where possible</p>	
Trustees and Contractors at risk.	<p>Those who are vulnerable and over 70.)</p> <p>Those carrying out cleaning and maintenance tasks.)</p> <p>Fear of catching Covid-19 virus</p> <p>Those in contact with someone entering the premises with COVID19.</p>	<p>Those who are vulnerable are advised not to attend. Discuss the situation with those over 70 and protect to mitigate risks.</p> <p>Ensure protection is provided/used to mitigate risks.</p> <p>Excuse attendance at village hall</p>	<p>Trustees fully aware of Covid-19 situation and able to not attend the hall if they wish. Process to minimise exposure to hirers/users discussed.</p> <p>Should <u>not</u> enter the hall and should contact NHS Track and Trace.</p>
Work activities or situations which might cause transmission of the virus.	<p>Occasional maintenance workers.)</p> <p>Those cleaning surfaces infected by the virus.)</p> <p>Those disposing of rubbish.</p> <p>Someone enters the premises with COVID 19, or</p>	<p>Ensure protection is provided/used to mitigate risks.</p> <p>Use protection.</p> <p>Posters to deter those from entering the car park and building</p>	<p>Advise they should be Covid-19 aware; internal posters to this effect.</p> <p>Use face mask, gloves, protective face shield appropriate</p>

	Someone falls ill on the premises with COVID19, or Someone becomes ill later with COVID19.	Brief Hirer on what to do, provide safe area Hirer must report occurrence to Hall Bookings Manager	Hirer's Ts and Cs Hirer's Ts and Cs
SPC employees, Nursery employees and children attending, Hall Users.	Social distancing not observed. Hard surfaces, switches etc	Provide Posters and floor markings Regular cleaning by Hall cleaner Room hirer to clean before and after booking.	All hall users to be advised of value of social distancing Agreed with Cleaner, Hall to provide materials
Exterior Areas	Social distancing not observed. Litter contaminated with COVID 19.	Provide large posters. Responsible behaviour required.	Options discussed with SPC
Corridors and stairs	Social distancing not observed. Door handles including Fire Exit, push plates, stair rails.	Hall users requested to wear face masks in communal areas, reinforced by signs promoting sign wearing. Regular cleaning by hall cleaner	Covered internal notice board installed
Main Toilets	Social distancing not observed. Surfaces in frequent use.) Door handles) Toilet handles and seats) Baby change facilities) Vanity surfaces and mirrors) Hand dryers	Provide Posters and floor markings Regular cleaning by Hall cleaner Hirers/toilet users encouraged to ensure surfaces cleaned before use. Electric hand drier to be installed. Paper towels to be used in the interim.	Max 2 persons at a time Agree with Cleaner Hall to provide cleaning materials. Added to Hirer's Ts and Cs Fix dispensers whilst paper towels in use.

	<p>Floors.</p> <p>Store cupboards (Gents)</p>	<p>Regular cleaning by hall cleaner</p> <p>Hall cleaner</p>	<p>Provide waste bins and cleaner to empty regularly</p> <p>Disinfectant cleaner provided. Wipe regularly</p> <p>NB Toilets not to be made open to the general public.</p>
Disabled Toilet	<p>Social distancing not observed.</p> <p>Door handles & push plates.) Toilet handles and seats.) Baby change facilities.) Wash basin and mirrors.)</p> <p>Floor.</p> <p>To be used for emergency COVID sickness</p>	<p>Provide Posters including specifying limit to one person and one carer if necessary.</p> <p>Regular morning cleaning by cleaner Hirer to clean before and after booking. Ditto above</p> <p>Regular morning cleaning by cleaner</p> <p>COVID -19 emergency first aid box and plastic chair to be located here</p> <p>Hirers required to notify when used. Take out of use. Specialist deep clean required.</p>	<p>Limit to one person. Details in Hirer's Ts and Cs</p> <p>Agreed with Cleaner</p> <p>Contingency Deep Clean Contractor identified.</p>
Kitchen	<p>Social distancing not observed.</p>	<p>Wipe clean regularly by Hall cleaner</p>	<p>Mminimise kitchen sharing by users (including asking users to not allow children in the kitchen) until further notice. Liaison with Nursery. Agreed with Cleaner</p>

	Door and cupboard handles.) Appliances handles) Crockery and utensils) Work surfaces & Taps) First aid kit) Accident book)	Wipe clean. Hirer cleans before and after use.	Provide materials for hirers to use. Hirer's Ts and Cs Agreed with Cleaner
Main Hall (and cupboards), Palmer Room, Ellis Room, Gallery Room	Social distancing not observed. Door handles & push plates.) Light switches.) Window operating catches.) Floor. Curtains. User's equipment.	Provide Posters Regular cleaning by cleaner. Hirer to clean before and after booking. Regular cleaning by cleaner Removed Hirer to clean before and after.	Social distancing awareness advised. Added to Hirer's Ts and Cs
Outer lobby	Space through inner and outer main doors a pinch point	Parents delivering/collecting children to wait remain outside the hall. Nothing to be left in this area, to minimise tripping hazards and optimise infection control.	Nursery will continue to use main doors so they can control ingress and egress best this way.
Boiler Room	Door handles & push plates. Switches and controls.	Clean when accessed Clean when accessed	Hall Manager Hall Manager
Cleaner's cupboard	Floor Wash basin and taps. Mops and buckets.	Cleaner cleans when used Cleaner cleans when used Cleaner cleans when used	Agreed with Cleaner Agreed with Cleaner Agree with Cleaner