**Draft COVID-19 Risk Assessment - Phase 1 Re-opening Upwood Village Hall**

**September 2020**

**Phase 1 Re-opening**: entrance foyer, main hall and front hall, disabled toilet, garage

**Phase 2 Re-opening**: entrance foyer, main hall and front hall, disabled toilet, gents and ladies toilets, store room, garage

**Phase 3 Re-opening**: entrance foyer, main hall and front hall, disabled toilet, gents and ladies toilets, store room, garage, kitchen

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **Notes** |
| **Exterior Areas** | * Social distancing is not observed as people congregate before entering premises. | * Put up appropriate notices reminding users about social distancing | * 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. |
| * People drop tissues etc. | * Cleaner / duty rota volunteer asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. | * Provide plastic gloves. UVH should provide duty rota volunteer with plastic gloves. |
| * Metal hand rail and refuse bins are regularly used by attendees. | * Metal handrail and refuse bins need sanitising regularly. | * Use a pump up garden sprayer to sanitise wheelie bins, hand rails etc. This needs to be completed as part of the cleaner’s regular pattern of cleaning. |
| * Use of outside noticeboard. | * One person to be in charge of posting items on the outside noticeboard or duty rota volunteer. Noticeboard kept locked. |  |
| **Entrance Hall /Corridor** | * Need to sanitise hands on entry | * UVH to provide free-standing hand sanitiser station at entrance | * Hand sanitiser station needs to be checked regularly. This will be checked and attend to by House Member (GC). |
| * Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area. | * Identify “pinch points” and busy areas. Develop a safe “flow” system and provide signage. | * The main “pinch point” is the narrow corridor between the entrance hall and the main halls. |
| * Door handles, light switches in frequent use. | * Door handles and light switches to be cleaned regularly. | * Hirers to be instructed not to use spray sanitiser on light switches. |
| * People normally place small posters on indoor noticeboard. | * Remove existing notices and put up notice saying “board out of use”. | * Make laminated notice |
| * Tapestry | * Curtains to remain closed | * Clip curtains together so that they cannot be opened. |
| **Main Hall (adjacent to Kitchen)** | * Door handles, light switches, heater boost button, window catches, tables, chair backs and arms are likely to be touched during hirings. | * Door handles, light switches, window catches, tables, chairs and other equipment will be cleaned by hall cleaning staff in between hirings but hirers are advised to also clean these before and after use. | * Hirers to provide their own sanitiser. * Reduce number of chairs in hall to approx 30. Move surplus chairs into garage. * Put a small selection of tables in the front hall so that people do not need to go into the storeroom. * All chairs and tables used for a hire are to be left out so that the cleaner knows which items to clean between hirings. |
| * Soft furnishings cannot be readily cleaned between use. | * Chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. |  |
| * Projection equipment. Screen. | * This equipment will not be used during Phase 1 of re-opening. | * Hirers need to be informed. |
| * Window curtains or blinds | * Ask hirers to sanitise hands before and after operating any curtain pulls. | * Install notices next to curtain pulls reminding people to sanitise hands before and after using curtain pulls |
| * Social distancing to be observed | * Social distancing guidance to be observed by hirers in arranging their activities. * Hirers to be encouragedto wash hands regularly. |  |
| * Test & Trace Procedures | * Hirers to be asked to record names and contact details for * those attending the hall. This must be kept for 3 weeks |  |
| * Meter Reading cupboard – people entering readings and climbing steps to read meter |  | * Minimise contents of meter cupboard. * Meter reading sheet left on table below meter cupboard * Hand sanitiser provided on table. * Recommend hirers use own pen for writing down readings. * Hirers to sanitise step handle if this is used. * Hirers advised to take photo of meter readings on mobile phone to avoid using the steps. |
| * Ventilation | * Hirers asked to open windows during hiring when at all possible. |  |
| **Disabled Toilet** – this will be the only toilet in use during Phase 1 of re-opening. | * Social distancing difficult. | * Hirer to control numbers accessing toilet at one time, with attention to more vulnerable users.   Hirer to clean all surfaces etc. before public arrive unless staff have pre-cleaned out of hours. | * Duty rota volunteer to inform cleaner should soap, paper towels, tissues or toilet paper run low. |
| Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. |  |  |
| Baby changing and vanity surfaces, mirrors. |  |  |
| Safe disposal of paper towels and tissues. | Provision of foot operated bin for paper towels and tissues. | * Cleaner to empty this bin. All other rubbish to be removed by hirers. |
| Safe handwashing facilities. | Hand sanitiser will be provided in the disabled toilet area. |  |
| **Cleaner’s cupboard** | * Door handles in use by cleaner | * Public access unlikely to be required.   Cleaner to decide frequency of cleaning. | * All cleaner’s equipment and materials need to be locked away in the cleaber’s cupboard or stored in one of the cubicles in ladies toilet. |
| **Garage**– this room will remain “out of bounds” to hirers for Phase 1 of re-opening. | * Possible access required by Parish Clerk * Sanitising door handles and padlock | * Parish Clerk to use side door only. * Users required to sanitise any items touched while locking/unlocking the garage. | * Need to check with Parish Clerk whether or not she requires access to records stored in garage. * Explore the possibility of keeping table tennis tables and barriers in the front hall for the time being. |
| **Store Room** – this room will remain “out of bounds” to hirers for Phase 1 of re-opening | * Access required for Emergency Exit. | “NO ENTRY EXCEPT FOR EMERGENCY EXIT” notice to put on internal connecting door from hall. |  |
| **Gents Toilets** – this will remain “out of bounds” to hirers for Phase 1 of re-opening. | * Duty rota volunteer needs access to flush toilets / run taps |  | * Make laminated “NO ENTRY” notice. |
| **Ladies Toilets**– this will remain “out of bounds” to hirers for Phase 1 of re-opening. | * Cleaner needs access to cleaning cupboard. * Duty rota volunteer needs access to flush toilets / run taps |  | * Make laminated “NO ENTRY” notice. |
| **Kitchen** – this room will remain “out of bounds” to hirers for Phase 1 of re-opening. | * Restrict access to the kitchen. * Access to First Aid Kit | Hirers asked to bring their own Food and Drink for the time being.  “NO ENTRY” notice for internal door between kitchen and hall.  First Aid Kit will be placed on table under meter cupboard. | * Cleaner is the only person having access for hot water. |
| **Events / Performances** – no events or performances will be permitted during Phase 1 or re-opening. | * Regular hirers only for the time being. |  |  |
| **Staff, contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed. | * Cleaning surfaces infected by people carrying the virus. | * “Stay at home if unwell guidance” at entrance. Staff/volunteers provided with protective overalls and plastic or rubber gloves. * Staff/volunteers advised to wash outer clothes after cleaning duties. | Staff/volunteers may need guidance as to cleaning. For example, 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. |
| * Disposing of rubbish containing tissues and cleaning cloths. |  |  |
| * Deep cleaning premises if someone falls ill with CV-19 on the premises. | Staff given PHE guidance and PPE for use in the event deep cleaning is required. |  |
| * Occasional Maintenance workers. | Contractors to provide their own PPE. | Information sheet required |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed. | * Staff/volunteers who are either extremely vulnerable or over 70. | * 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. * Provide info for the duty rota volunteers.   Talk with staff, trustees and volunteers regularly to see if arrangements are working. | * Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Bookings Secretary to be responsible. * Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.   It is important people know they can raise concerns and who they can raise concerns with. |
| * 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. |  |  |