

# EXTON VILLAGE HALL – COVID -19 RISK ASSESSMENT

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

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

Orange – **Actions that are strongly recommended**

Green – **Actions that are desirable**

Area or People at Risk	Risk identified	Actions taken to mitigate risk
<ul style="list-style-type: none"> <li>• Hall hirers and users</li> <li>• Hall trustees</li> <li>• Trades people</li> <li>• Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning surfaces infected by people carrying the virus.</li> <li>• Disposing of all rubbish containing tissues and cleaning cloths.</li> <li>• Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stay at home if unwell guidance poster, at entrance and in Main Hall.</b></li> <li>• <b>Cleaners provided with protective overalls and gloves. Contractors provide own</b></li> <li>• <b>Cleaners/volunteers advised to wash outer clothes after cleaning duties.</b></li> <li>• <b>PPE provided if deep cleaning is required.</b></li> <li>• <b>Covid specific Terms &amp; Conditions provided to all hirers</b></li> <li>• <b>Hirers to clean before and after each period of hire</b></li> <li>• <b>Full cleaning schedule provided</b></li> <li>• <b>Full set of warning posters plus QR code</b></li> <li>• <b>All hirers, attendees, trustees and cleaners to be notified if someone linked to the hall tests positive for Covid-19</b></li> </ul>
<ul style="list-style-type: none"> <li>• Hall hirers and users</li> <li>• Hall trustees</li> <li>• Trades people</li> <li>• Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>• Hall users who are either extremely vulnerable or over 70.</li> <li>• Trustees 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.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cleaners/trustees/volunteers in the vulnerable category advised not to work for time being</b></li> <li>• <b>Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they attend is sufficient to mitigate their risks, or whether they should cease such attending the hall for the time being</b></li> <li>• <b>All hirers, attendees, trustees and cleaners in the vulnerable group to be notified if someone linked to the hall tests positive for Covid-19</b></li> </ul>

## EXTON VILLAGE HALL – COVID -19 RISK ASSESSMENT

<p><b>Rule of 6</b></p> <p><b>Risk to hirers/event organisers and to those attending the hall</b></p>	<ul style="list-style-type: none"> <li>• Confusion among hirers as to the Rue of 6</li> <li>• Risk is people attending in groups mingle with others not in their group, which is unlawful and may be a worry other users.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</b></li> <li>• <b>Discuss concerns with hirers and those attending, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b></li> </ul>
<p><b>Outside area</b></p>	<ul style="list-style-type: none"> <li>• Social distancing is not observed as people congregate before entering premises, particularly when Drama Club events are taking place</li> <li>• Dropped litter/rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b></li> <li>• <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b></li> </ul>
<p><b>Entrance hall</b></p>	<ul style="list-style-type: none"> <li>• Possible “pinch points” and busy areas when people arrive and leave where social distancing is not observed in a confined area.</li> <li>• Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hand sanitiser to be provided by hall</b></li> <li>• <b>Door handles and light switches to be cleaned by hirers and also cleaned weekly by village hall.</b></li> <li>• <b>One way system in place and signage provided.</b></li> <li>• <b>Sanitiser and cleaning products to be checked before each hire</b></li> </ul>
<p><b>Main Hall</b></p>	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chair backs and arms.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</b></li> <li>• <b>Social distancing guidance to be observed by hirers in arranging their activities.</b></li> <li>• <b>Hirers to be encouraged to wash hands regularly.</b></li> </ul>
<p><b>Norton room</b></p>	<ul style="list-style-type: none"> <li>• Social distancing more difficult in smaller areas</li> <li>• Door handles and light switches</li> <li>• Serving hatch</li> <li>• Coat rail</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Surfaces and equipment to be cleaned by hirers before and after use and by hall cleaner.</b></li> <li>• <b>Close Norton Room if not needed by hirer</b></li> </ul>

## EXTON VILLAGE HALL – COVID -19 RISK ASSESSMENT

<b>Kitchen</b>	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door handles</li> <li>• Light switches</li> <li>• Working surfaces</li> <li>• Sinks</li> <li>• Cupboard/drawer handles.</li> <li>• Fridge</li> <li>• Crockery/cutlery</li> <li>• Kettles</li> <li>• Cooker/Microwave</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirers are asked to control numbers (max of 2) using kitchen so as to ensure social distancing, especially for those over 70.</b></li> <li>• <b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels.</b></li> <li>• <b>Cleaning materials, soap and paper towels to be provided</b></li> <li>• <b>Hirers to bring their own food and drink if they can</b></li> <li>• <b>Close Kitchen if not needed by hirer</b></li> <li>• <b>Weekly deep clean of kitchen</b></li> </ul>
<b>Storage Rooms (furniture/equipment)</b>	<ul style="list-style-type: none"> <li>• Social distancing not possible Door handles, light switch</li> <li>• Bridge tables</li> <li>• Gopak tables</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirer to control accessing and stowing equipment to encourage social distancing</b></li> <li>• <b>Hirer to clean all equipment and stow away</b></li> <li>• <b>Storage room to be cleaned weekly</b></li> <li>• <b>Storage room to be closed if not needed by groups</b></li> <li>• <b>Tables and equipment to be moved to main hall to facilitate social distancing</b></li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Social distancing difficult</li> <li>• Surfaces in frequent use door handles, light switches, basins, toilet handles, seats mirrors.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b></li> <li>• <b>Hirer to clean all surfaces etc before public arrive</b></li> <li>• <b>Users to clean toilet after each use</b></li> <li>• <b>Weekly deep clean of toilets</b></li> <li>• <b>Check antibacterial soap restocked before each hire</b></li> </ul>
<b>Stage</b>	<ul style="list-style-type: none"> <li>• Curtains</li> <li>• Social distancing</li> <li>• Electric sockets and light switches</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Tie back stage curtains out of reach if hirers are likely to touch them.</b></li> <li>• <b>Hirer to control social distancing.</b></li> <li>• <b>Deep clean of area weekly</b></li> </ul>
<b>Events Drama Club productions</b>	<ul style="list-style-type: none"> <li>• Handling cash and tickets</li> <li>• Too many people arrive/leave at one</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organisers arrange online systems and cashless payments as far as possible. For performances, seats to be limited, booked in advance, 2 seats between household groups.</b></li> <li>• <b>Use both doors for entrance and exit to hall to save pinch point crowding</b></li> <li>• <b>Cash payments/donations to be handled by one person wearing gloves</b></li> </ul>