

## Melmerby Village Hall – COVID Risk Assessment – July 2020

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

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

**Orange – Actions that are strongly recommended**

**Green – Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<ul style="list-style-type: none"> <li>• Cleaning surfaces infected by people carrying the virus.</li> <li>• Disposing of rubbish containing tissues and cleaning cloths.</li> <li>• Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> <li>• Occasional Maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stay at home guidance if unwell at entrance and in Main Hall</b></li> <li>• <b>Staff/volunteers provided with disposable gloves.</b></li> <li>• <b>Contractors provide their own.</b></li> <li>• <b>Staff/volunteers advised to wash outer clothes after cleaning duties.</b></li> <li>• <b>Professional guidance sought in the event deep cleaning is required.</b></li> </ul>	<p>People 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.</p> <p>Consider use of soapy water by hirers as an alternative to disinfectant</p>
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be</p>	<ul style="list-style-type: none"> <li>• Volunteers who are either extremely vulnerable or over 70.</li> <li>• Volunteers carrying out cleaning, caretaking or</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Volunteers in the vulnerable category are advised not to attend for the time being</b></li> </ul>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the</p>

<p>exposed.</p>	<p>some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<ul style="list-style-type: none"> <li>• <b>Situation with volunteers over 70 to be discussed.</b></li> <li>• <b>Talk with trustees and volunteers regularly to see if arrangements are working.</b></li> </ul>	<p>premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<ul style="list-style-type: none"> <li>• Social distancing is not observed as people congregate before entering premises.</li> <li>• Parking area is too congested to allow social distancing.</li> <li>• People drop tissues.</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>Areas outside doors to be checked for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></li> </ul>	<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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrancehall/lobby /corridors</p>	<ul style="list-style-type: none"> <li>• Possible “pinch points” and busy areas where risk is 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>“pinch points” are kitchen, side corridor and toilets.</b></li> <li>• <b>2 metre spacing in entrance area to be marked along with side corridor.</b></li> <li>• <b>Clockwise one way system around the building to be marked out &amp; signed.</b></li> </ul>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>

		<ul style="list-style-type: none"> <li>• One way system around the kitchen to be marked out &amp; signed.</li> <li>• Door handles and light switches to be cleaned regularly.</li> <li>• Hand sanitiser to be provided by hall</li> </ul>	
Main Hall	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chair backs and arms.</li> <li>• Soft furnishings which cannot be readily cleaned between use.</li> <li>• Window curtains</li> <li>• Social distancing to be observed</li> </ul>	<ul style="list-style-type: none"> <li>• Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hall cleaner as part of the cleaning regime.</li> <li>• Recommended to be additionally cleaned by hirers before use.</li> <li>• Social distancing guidance to be observed by hirers in arranging their activities.</li> <li>• Hirers to be encouraged to wash hands regularly.</li> </ul>	<p>Consider removing/tying back window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser</p>
Small meeting room	<p><b>This is the COVID isolation room and is not to be used under normal circumstances.</b></p>		

Kitchen	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door and window handles light switches working surfaces, sinks cupboard/drawer handles. crockery/cutlery</li> <li>• Kettle/hot water boiler</li> <li>• Cooker/Microwave</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirers are asked to control numbers to max 2 persons 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 and after use.</b></li> <li>• <b>Hirer to use own crockery or provide disposable.</b></li> <li>• <b>Hirers to bring own tea towels.</b></li> <li>• <b>Hand sanitiser, soap and paper towels to be provided</b></li> <li>• <b>Hirers given option to bring their own Food and Drink for the time being.</b></li> </ul>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p>
Store cupboards (cleaner etc)	<ul style="list-style-type: none"> <li>• Social distancing not possible</li> <li>• Door handles, light switch</li> </ul>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	
Main Storage Room (furniture/equipment)	<ul style="list-style-type: none"> <li>• Social distancing more difficult</li> <li>• Door handles in use.</li> <li>• Equipment needing to be moved not normally in use</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Main store room to be closed to hirers</b></li> <li>• <b>Right proportion of tables/chairs to be stored on the hard surface in the foyer.</b></li> </ul>	

Toilets	<ul style="list-style-type: none"> <li>• Social distancing difficult.</li> <li>• Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.</li> <li>• Baby changing</li> <li>• Vanity surfaces, mirrors.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hirer to control numbers accessing toilets at one time – 1 person per toilet unit with attention to more vulnerable users.</b></li> <li>• <b>Hirer to clean all surfaces etc during the hire period.</b></li> <li>• <b>Engaged/vacant signage to be fixed to each toilet unit</b></li> <li>• <b>Posters to encourage 20 second hand washing.</b></li> </ul>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.
Boiler Room	<ul style="list-style-type: none"> <li>• Door handle, light switch</li> <li>• Social distancing not possible</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No public access</b></li> </ul>	
Events	<ul style="list-style-type: none"> <li>• Handling cash and tickets</li> <li>• Too many people arrive</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organisers arrange online systems and cashless payments as far as possible.</b></li> </ul>	
Playground, Play equipment	<ul style="list-style-type: none"> <li>• Covid-19 Risk Assessment required if re-opened.</li> <li>• People at risk: clinically vulnerable children or adults, older relatives</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Advisory notices in accordance with Government guidance erected around the site.</b></li> <li>• <b>Sun and rain reduce the risk by reducing the period over which the virus remains active.</b></li> </ul>	

