

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

Approved by Trustees 29th March 2021

The COVID-19 Risk Assessment has been carried out in consultation with employees of the Hall and with all Trustees. This is also provided to key voluntary organisations who regularly use the hall so that any points raised can be taken on board before it is issued to them as a document to be observed as part of and alongside any Special Conditions of Hire

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

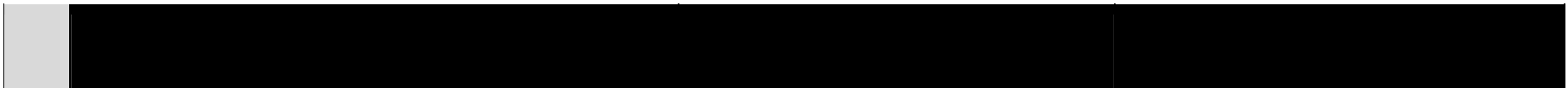
Important Notes:

1. This COVID-19 Risk Assessment will be update before May the 17th in line with the instructions that pertain at that time.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

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

Orange – Actions that are strongly recommended

Green – Actions that we might like to consider



Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

1		<p>Stay at home guidance if unwell given to hirers as special conditions and reminder poster at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</p> <p>2m social distancing with floor markings.</p> <p>Face coverings MUST be worn unless an exception applies to a person (e.g. health reasons, aged under 11) or taking part in an activity to which an exception applies.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance/training and PPE eg cloths should be used on light switches and electrical appliances rather than spray disinfectants.</p>

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

2		<p>Discuss situation with vulnerable staff/volunteers 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.</p>
		<p>Immediate communication should anyone be tested positive.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working and address arising issues</p>

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

3		<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove in approved manner.</p>
4		<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall and checked daily.</p> <p>Bins emptied regularly</p>

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

5		<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p>
		<p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be instructed to wash hands regularly in the special conditions of hire.</p>

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

6		<p>Small room used by one person or two in the same bubble, as offices, unless able to comply fully with all safety requirements.</p> <p>Surfaces and equipment to be cleaned by hirers before AND after use. Rooms with carpeted floors not hired for keep fit type classes.</p> <p>One person only in office unless same household.</p> <p>Wipe shared copier etc.</p>

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

7		<p><u>CLOSED - no access until further notice.</u></p> <p>Hirers to bring their own Food and Drink for the time being.</p> <p>Cleaning materials to be made available.</p> <p>Hand sanitiser, soap and paper towels to be provided.</p>
8		<p>Public Access unlikely to be required. Cleaner to decide on frequency of cleaning.</p>

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

9		<p>Caretaker to control access to and stowage of equipment and furniture to encourage social distancing.</p> <p>Any hire equipment for stowage must be cleaned before stowage by the Hirer and contained in sealed crates.</p>
10		<p>Hirer to control numbers accessing toilets at any one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless precleaned by staff out of hours.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished and Hirer. knows who to contact for restocking.</p> <p>Cleaned once per day by village hall cleaner</p>

Swanland Village Hall CIO
COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

11		Public access unlikely. Cleaner to decide frequency of cleaning.
12		Organisers arrange online systems and cashless payments as far as possible. Hirers responsible for adhering to maximum numbers agreed and social distance marking in car park.

Swanland Village Hall CIO
 COVID-19 Risk Assessment for re-opening Swanland Village Hall – March 26, 2021 V2

Changes to the Risk Assessment on 27th of March 2021

Paragraph	Where	Removed	Inserted
	General. Formatting changed to improve readability		
	Header	This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming	This COVID-19 Risk Assessment will be update before May the 17 th in line with the instructions that pertain at that time.
2	Change to Actions	Remove references to out-of-date guidance.	
3	Change to Risk		Ref to the PPE that people use and drop in outside areas
5	Change to Actions	“Encouraged” changed to “instructed”.	“in the special conditions of Hire” added
6	Change to Actions	Remove “Recommend hirers use larger meeting spaces and avoid use of small rooms”	Replace with “Small rooms used by one person or two in the same bubble.”
9	Change to Actions	??? – discuss with caretakers to clarify	By the Hirer

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