



Sheriff Hutton Village Hall

Risk Assessment

Undertaken by: Steve Page, Chair of Trustees **completed on:** 30th June 2020.

Reviewed by: Sarah Douglas, Chair of Operations **on:** 4th December 2020.

Review: monthly by Operations Group and each time the UK Covid-19 risk level is changed by the Government.

Context: This risk assessment is being undertaken in preparation for re-opening the Village Hall, after the second lockdown in November 2020 and takes account of current Government restrictions.

N.B. SD = Social Distancing.

Area or People at Risk	Risk Identified	Action to take	Notes
Caretaker(s) and Cleaner(s). Identify activities that create a risk of infection when providing agreed services.	<ol style="list-style-type: none"> 1. Active Covid-19 virus on surfaces, door furniture, fixtures and fittings, equipment, furnishings. 2. Used tissues, cleaning cloths, paper towels and other rubbish may carry active virus. 3. Contamination in rooms that have not been hired 4. Deep cleaning if someone with Covid-19 has been in the Hall in the period when they may have been infected. 	<ol style="list-style-type: none"> 1. Reduce soft furnishings that can hold virus for longer than hard surfaces and are harder to clean effectively. 2. Ensure Caretaker and Cleaner have necessary PPE and cleaning equipment. 3. Provide information to Caretaker and Cleaner about which rooms have been used on regular basis. 4. Lock off rooms not in use. 	<ol style="list-style-type: none"> 1. Remove curtains that users may readily touch. 2. Use plastic chairs rather than upholstered chairs whilst risk remains significant. 3. Agree communication methodology about room usage with Caretaker and Cleaner.

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		<ol style="list-style-type: none"> 5. Develop a “quarantine” policy in the event of report of an infected person visiting the Hall. 6. Consult Caretaker and Cleaner about other areas of concern. 	<ol style="list-style-type: none"> 4. May need to ask hirers to keep a log of name and contact details of those attending events?
<p>Contractors undertaking work in and around the Hall Building. Identify activities that create a risk of infection when on assessment visits and when undertaking agreed work.</p>	<p>Active Covid-19 virus on surfaces, door furniture, equipment, furnishings, fixtures and fittings can be an infection risk to Contractors.</p>	<ol style="list-style-type: none"> 1. Agree risk management and PPE provision with contractors when arranging visits and work. 2. Keep a log of visits that are not hires. 	<p>Agree a workable method for recording all visits to the Hall other than hires on the schedule.</p>
<p>Hirers and Hall users {‘Hirer’ refers to the person completing the booking form, ‘Hall users’ refers to those who attend events in the Hall}</p>	<ol style="list-style-type: none"> 1. Not maintaining appropriate level of SD. 2. Build up of people in entrance, foyer and behind stage corridor making SD impossible. 3. Arriving or leaving with virus contamination. 4. People staffing reception/ticket collection at events – at risk personally and can create a bottle neck. 5. Booked room insufficient size to accommodate users at social distance levels. 	<ol style="list-style-type: none"> 1. Marking out areas around entrance. 2. Signage reminding people to socially distance; in Car park, at Hall entrance and inside Hall building. 3. Hand cleanser in Foyer, in main rooms and at exit. 4. Develop protocol for entering and leaving building when other people present. 5. Revised room maximum occupancy numbers. 	<p>Agree a method of producing A3 laminated signs on Village Hall marked paper, so that signage can be easily produced and updated. In house or contracted out?</p> <p>Develop protocol for arrivals and leavers: Proposed main entrance is entrance only, all to exit via the changing room corridor.</p> <p>Write guidance document for hirers plus a revised set of terms and conditions and risk assessment form.</p>

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	6. Hirers not ensuring appropriate SD and personal hygiene by users.	6. New booking forms and risk assessment specific to the activity required from all Hirers.	
Someone becomes unwell with COVID-19-like symptoms while at the hall	Risk of transmission to other hall attendees	<ol style="list-style-type: none"> 1. Main hirer to ensure has contact details of all attendees and then asks them to go home. 2. Person with suspected COVID-19 is isolated in gents' changing room until they can be transported either home or to hospital safely. 	<p>The gents' changing room is the designated area for quarantining someone with suspected COVID-19.</p> <p>PPE equipment is provided for the person offering care in a clearly marked box. Equipment for offering care is also provided.</p>
Car Park	Poor SD amongst people in the car park.	Signage in Car Park	
Entrance to building (outside)	<ol style="list-style-type: none"> 1. Grouping of people not socially distanced while waiting to enter. 2. People trying to enter and leave at the same time. 3. Users entering not aware of protocols in Hall to ensure Covid-secure. 	<ol style="list-style-type: none"> 1. Mark up areas on the ground that allow safe distance from the entrance. 2. Develop a one-way system for arrival and departure from different doors. 3. Put notice in the notice board outside the Hall explaining main protocols for keeping safe in the Hall. 	<p>Identify a way to mark up safe distancing on the ground – spray paint intended for this purpose?</p> <p>How do we ensure hirers communicate new protocols to users, or include in advertising for events?</p>
Entrance lobby – narrow section	1. Obstructions slow down movement of people through	Remove all possible obstructions (e.g. recycling bins)	

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	<p>this narrow section resulting in people not SD.</p> <p>2. People coming to toilets at the same time as people entering building.</p>	<p>Put up a sign asking anyone going to the toilets to give way to those entering the building.</p>	
<p>Foyer – wider area</p>	<p>People congregating in the area, not socially distancing.</p> <p>People waiting to enter rooms for activities.</p>	<p>Remove all seating.</p> <p>Have hand sanitiser, with sign saying that sanitiser is also available in all hire-able rooms.</p> <p>Empty the notice board of all but essential information and indicate it is not to be used for notices, to discourage congregating.</p>	<p>Lock away all upholstered chairs – in one of the changing rooms?</p>
<p>Committee room</p>	<p>Curtains and soft upholstery are transmission risks.</p> <p>Leaving into a flow of other people.</p> <p>Poor SD.</p>	<p>Remove curtains and have only plastic seating.</p> <p>Clear signage in the room regarding exit route and to 'give way' to other people in the entrance lobby.</p>	<p>Require users to give explicit mitigations actions for less than 2 metre distancing.</p>

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		New maximum 4 people at two metre distance. Maximum 12 at one metre.	
Toilets off entrance lobby	<p>More than one user at a time resulting in SD being compromised.</p> <p>Leaving into a flow of people.</p> <p>Users not washing their hands adequately.</p>	<p>Single-user policy, managed through signage.</p> <p>Clear signage in the toilets regarding exit route and to 'give way' to other people in the entrance lobby.</p> <p>Please wash your hands using soap and water signs in each toilet.</p>	<p>Policy for toilets should allow users from same household to use together, or assistant to disabled user.</p> <p>Seek out guidance on the hand drying issue.</p> <p>Lock off one of the ladies' cubicles, so only one is available.</p>
	Hand driers may be a risk of creating an aerosol.	Assess risk of hand driers versus risk of paper towels needing disposal.	Come to a judgement about paper versus electric hand driers and amend risk assessment .
Kitchen	<p>Realistically only one person can work in the kitchen and maintain two metre SD from other people.</p> <p>Tea towels and cloths are transmission risk.</p> <p>Utensils, crockery and cutlery may be used and put back in cupboards when not effectively washed.</p>	<p>Require all users booking the kitchen to address the mitigating actions if more than one person will be present in the kitchen.</p> <p>Ask users to provide their own tea towels and dish cloths/ washing up sponges.</p> <p>Label cupboards with their contents to reduce casual use of contents.</p>	<p>Changes to booking conditions.</p> <p>Label cupboards.</p>

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		Signage about hand washing, SD and advising that all equipment is washed before and after use.	
Refreshments room	<p>Curtains and soft upholstery are transmission risks.</p> <p>Leaving into a flow of other people.</p> <p>Potential proximity to other people via the kitchen hatch.</p> <p>Poor SD.</p>	<p>Remove curtains and have only plastic seating.</p> <p>Clear signage in the room regarding exit route and to 'give way' to other people in the entrance lobby.</p> <p>Notice on hatch not to lean on the worktop to maintain SD from those working in the kitchen.</p> <p>New maximum of 8 people at two metre SD; 30 at one metre SD.</p>	
Hall	<p>Curtains and soft upholstery are transmission risks.</p> <p>Congregating just inside doorway.</p> <p>Leaving into a flow of other people.</p> <p>Poor SD.</p>	<p>Tape off a two-metre keep free area inside the doorway.</p> <p>New maximum of 30 people at two-metre SD.</p>	<p>Remove window curtains and 'outer' stage curtains and store.</p> <p>Please note that without curtains, the hall is likely to be cooler than usual.</p> <p>Remove all soft furnished chairs from the store and keep them elsewhere.</p> <p>Keep store locked during all bookings to avoid furniture being put back in store without being cleaned.</p>

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			Notice on store room door to say all furniture must be wiped clean before being returned to the store.
Stage	Soft furnishings hanging and stored on stage. Difficult to clean all the surfaces effectively.	Take stage off booking options during SD. Propose that it is locked off and made unavailable for hire for the duration of SD measures.	
Ladies and Gents changing rooms.	They provide a storage option for hall equipment that needs to be locked away.	Take both changing rooms off booking options during SD. Ladies changing room is locked and out of use. Gents changing room is in part storage area and also the quarantine area for someone with suspected COVID-19.	
Play Area (North of Hall)	Contamination of play equipment by users. Poor SD within the Play Area	Signage at entrances and in notice board in Play Area.	
Path from Finkle Street running alongside Play Area	Poor SD	Signage at both ends of path to maintain two metre SD	
Outside area to South of Hall	Poor SD	Signage in area to maintain two metre SD	

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<p>General: Water supplies</p> <p>Policy on simultaneous hires</p> <p>Policy on cleaning between hires</p>	<p>Contamination with Legionella</p> <p>Multiple simultaneous hires increased compromised SD</p> <p>Contamination of furniture and equipment during use – next users put at risk.</p> <p>SD being compromised by casual users of the Hall</p>	<p>Full flush of all water systems (excluding showers – isolate showers) prior to first booking and monitor for regular use.</p> <p>Decide policy on overlapping bookings.</p> <p>All users asked to wipe down tables, chairs, door handles etc after hire.</p> <p>Ask hirers to use bell system and keep the entrance door locked during hire. Hirers and their visitors not to allow casual users into Hall.</p>	<p>Needs to be logged in Legionella log.</p> <p>Operations Group.</p> <p>Cleaning equipment is stored in the gents' changing room.</p>