

North Cadbury Village Hall – COVID-19 Risk Assessment

Conducted 16th July 2020. Updated 12th April 2021

Area / People at Risk	Risk identified	Actions to take to mitigate risk	Notes.
Events	Age demographic of attendees. North Cadbury has a high percentage of residents in the age groups identified as most at risk, and this demographic are also those who attend Coffee Mornings, Film Shows, Quizzes and live theatre performances.	<p>Until further notice events open to the general public will not be held. This will be reviewed on a regular basis, dependant on the ever-changing government guidance.</p> <p>Regular user groups may book the hall but must agree to abide by additional booking conditions.</p>	Unlikely to attract large enough audiences to make such events financially viable.
Kitchen and Kitchenette	<p>Social distancing more difficult within these confined areas.</p> <p>If food and/or drinks are prepared then there is a risk of contamination.</p>	<p>The Kitchen off the Main Hall and Kitchenette off the Reading Room will be open to hirers, but Hirers are encouraged to bring their own refreshments until further notice.</p> <p>The number of people in the kitchen at any time must be limited to 2, and Hirers must provide their own Tea Towels and Hand Towels which must be taken away after the session, along with all waste.</p> <p>All surfaces and equipment used must be cleaned before and after the session.</p>	Cleaners will still be asked to clean these areas on a weekly basis.

<p>Entrance lobby. Corridors.</p>	<p>Possible "pinch points" and busy areas where risk is that social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Signage will be provided advising no entry to entrance lobby if there is more than one person already in there.</p> <p>Hand sanitiser and anti-bacterial wipes will be provided by the hall. Signage will require visitors to use these on entry.</p> <p>Door handles and light switches must be wiped by hirers before closing up.</p>	<p>Hirers need to be advised where hand sanitiser and wipes are stored in case those put out run out.</p> <p>A bin will be provided in the entrance lobby. Hirers will be required to empty this and take all rubbish away with them.</p>
<p>Reading Room</p>	<p>Social distancing more difficult in this smaller area.</p> <p>Because this area is carpeted cleaning will be more difficult.</p> <p>For the time being the Reading Room will only be hired out one per week to allow for weekly cleaning.</p>	<p>Signage will be provided advising no entry unless passageway is clear.</p> <p>Hand sanitiser and anti-bacterial wipes will be provided by the hall. Signage will require visitors to use these on entry.</p> <p>Door handles and light switches must be wiped by hirers before closing up.</p>	<p>Exiting the Reading Room should be via the Emergency Exit door.</p>

<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Stage. Projection Screen.</p> <p>Window curtains / blinds.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs, and other equipment used are to be cleaned by hirers before and after use.</p> <p>30 minutes cleaning time will be allowed before and after every booking. This will not be charged for.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<p>Hirers to be asked to use disposable or rubber gloves when touching curtains and any other items which are more difficult to clean.</p> <p>Hirers will need to provide their own cleaning equipment (other than hand gel and anti-bacterial wipes).</p>
<p>Stage</p>	<p>Curtains Social distancing Lighting and sound controls</p>	<p>Until further notice the stage is out of bounds to hirers.</p>	<p>The Stage space will be used as a safe area if anybody is taken unwell while attending the hall.</p>
<p>Upholstered seating</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.</p>	<p>Users will be required to only touch the metal frames when moving chairs, and to wipe these surfaces after returning the chairs to the storage area. Use of particular chair stacks will be rotated with 72 hours to be left between re-use.</p> <p>Signs will be provided to enable users to indicate which stacks have been used and when.</p>	

Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Signage will be provided restricting use of both Ladies and Gents no more than two people at a time. Signage in each facility to encourage 20 second hand washing.	Ensure soap, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.
Car Park	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.	Provide external signage reminding users to maintain 2 meter social distancing. If weather is inclement then users should wait in cars.	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 at Risk			
Contractors, Hirers and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood people could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Volunteers and hirers will need to provide their own PPE. Contracted Cleaners will need to provide their own. Volunteers and hirers advised to wash outer clothes after cleaning duties. If deep cleaning is required it will be done by the contracted cleaners.	Volunteers and hirers 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>Contractors, Hirers and volunteers – think about who could be at risk and likelihood they could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70.</p> <p>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.</p>	<p>Volunteers in the vulnerable category are advised not to attend work for the time being.</p>	<p>Cleaners and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the 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>Contractors, Hirers and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Mental stress from handling the new situation.</p>	<p>Talk with trustees and volunteers regularly to see if arrangements are working.</p>	<p>It is important people know they can raise concerns.</p>
<p>Store cupboards (cleaner etc)</p>	<p>Social distancing not possible Door handles, light switch</p>	<p>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</p>	
<p>Storage Rooms (furniture/equipment)</p>	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	