

North Cadbury Village Hall – COVID-19 Risk Assessment

Conducted 16th July 2020. Updated 1st August 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.	User groups may book the hall subject to latest Government advice on social distancing. Hospitality, i.e. coffee mornings may take place but 2M social distancing between tables is advisable. Regular user groups may book the hall but must agree to abide by additional booking conditions.	All groups to clean after use as per guidance sheet.
Kitchen and Kitchenette	Social distancing more difficult within these confined areas. If food and/or drinks are prepared then there is a risk of contamination.	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. The number of people in the kitchen at any time should 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. All surfaces and equipment used must be cleaned before and after the session.	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 social distancing is more difficult.</p> <p>Door handles, light switches in frequent use.</p>	<p>Signage will be provided advising HANDS, FACE, SPACE.</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.</p> <p>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>Signage will be provided advising HANDS, FACE, SPACE.</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>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>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>

Stage	Curtains Social distancing Lighting and sound controls	The stage may be used for specific events subject to all distancing rules being observed.	By special arrangement with Booking Secretary.
Upholstered seating	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.	Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.	
Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer should control numbers accessing toilets at one time. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. 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.

People at Risk			
<p>Contractors, Hirers and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood people could be exposed</p>	<p>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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Volunteers and hirers will need to provide their own PPE.</p> <p>Contracted Cleaners will need to provide their own.</p> <p>Volunteers and hirers advised to wash outer clothes after cleaning duties.</p> <p>If deep cleaning is required it will be done by the contracted cleaners.</p>	<p>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>
<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. 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>