

**CHERRILL VILLAGE HALL - COVID 19 RISK ASSESSMENT**

| Area or People at Risk   | Risk identified  | Actions to take to mitigate risk   | Notes   |
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| <p><b>Contractors, Cleaners, Trustees and Volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood of being exposed</p> | <p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>  | <p><b>Stay at home guidance if unwell at entrance and in Main Hall. Trustees/Volunteers provided with protective overalls and plastic or rubber gloves. Contractors and Cleaners provide their own. Volunteers advised to wash outer clothes after cleaning duties. Cleaners to follow their own risk assessment</b></p> | <p>Trustees/volunteers 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><b>Contractors, Cleaners, Trustees and Volunteers</b> – think about who could be at risk and likelihood trustees/volunteers could be exposed.</p>                           | <p><b>Contractors, Cleaners, Trustees and Volunteers</b> who are either extremely vulnerable or over 70.</p> <p><b>Contractors, Cleaners, Trustees and Volunteers</b> carrying out cleaning, or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> | <p><b>Contractors, Cleaners, Trustees and Volunteers in the extremely vulnerable category are advised not to attend for the time being.</b></p> <p><b>Talk with Contractors, Cleaners Volunteers and Trustees regularly to see if arrangements are working.</b></p>  | <p><b>Contractors, Cleaners, Trustees and Volunteers</b> 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 person agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p> |
| <p>Car Park/exterior areas</p>   | <p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>   | <p><b>Use signage outside to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>   | <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.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>   |

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| Entrance hall/lobby/corridors | Possible “pinch points” and busy areas where the risk is social distancing is not observed in a confined area.<br>Door handles, light switches in frequent use.  | <b>Identify “pinch points” and busy areas.</b><br><b>Social distancing signage in entrance area.</b><br><b>Create one-way system and provide signage.</b><br><b>Door handles and light switches to be cleaned regularly.</b><br><b>Hand sanitiser to be provided by hall</b>                      | Hand sanitiser needs to be checked daily.<br>Empty bins regularly.   |
| Main Hall                     | Door handles, light switches, window catches, tables, trolleys, chairs.<br><br>Projection equipment. Screen.<br><br>Window curtains or blinds, stage curtain pull<br><br>Commemorative photos, displays.<br><br>Social distancing not observed | <b>Door handles, light switches, window catches, tables, chairs and other equipment used, to be cleaned by hirers before use.</b><br><br><b>Social distancing guidance to be observed by hirers in arranging their activities.</b><br><br><b>Hirers to be encouraged to wash hands regularly.</b> | Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.<br><br>Social distancing and hand washing posters to be displayed.<br><br>Provide hand sanitiser.<br><br>Hirers to be encouraged to keep the hall well ventilated whilst in use. |
| Small meeting room            | Social distancing more difficult in smaller areas<br><br>Door and window handles<br>Cupboard/drawer handles<br>Light switches<br>Tables, chair backs and arms.<br>Floors with carpet less easily cleaned.                                      | <b>Ask hirers not to use small meeting room except to access storage areas.</b><br><b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b><br><b>Rooms with carpeted floors not hired for keep fit type classes.</b>   | Do not hire separately   |

**Deleted:** Soft furnishings which cannot be readily cleaned between use. ¶

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| Kitchen                                 | Social distancing more difficult<br>Door and window handles<br>Light switches<br>Working surfaces, sinks<br>Cupboard/drawer handles.<br>Fridge/freezer<br>Crockery/cutlery<br>Kettle/hot water boiler<br>Cooker/Microwave<br>Dishwasher | <b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b><br><b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b><br><b>Hirers to bring own tea towels.</b><br><b>Hand sanitiser, soap and paper towels to be provided.</b><br><b>Encourage hirers to bring their own Food and Drink for the time being.</b> | 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.<br>Consider closing kitchen if not required or restricting access. |
| Store cupboard (cleaner etc in kitchen) | Social distancing not possible<br><br>Door handles, light switch  | <b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b>  | Users not to enter cleaning cupboard   |
| Storage Rooms                           | Social distancing more difficult<br>Door handles in use.<br>Equipment needing to be moved not normally in use   | <b>Hirer to control accessing and stowing equipment to encourage social distancing. All surfaces to be cleaned before and after use.</b>  |  |
| Toilets                                 | Social distancing difficult.<br>Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.<br>Hot air hand dryers distribute droplets<br>Baby changing and vanity surfaces, mirrors.                   | <b>Only one person to enter toilets, including gents, at a time.</b><br><b>Hirer to clean all surfaces etc before users arrive.</b><br><b>Consider hand posters to encourage 20 second hand washing.</b><br><b>Disconnect/tape off hand dryers.</b>   | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.  |

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| Stage  | Curtains<br>Social distancing<br>Lighting and sound controls | <b>Hirer to clean stage curtains pull prior to and after use.<br/>Hirer to control access and clean as required.</b>  |  |
| Events | Handling cash and tickets<br>Too many people arrive          | <b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves.</b> |  |