

COVID-19 Risk Assessment for re-opening Exminster Victory Hall – Version 2-July 2021

This document has been used as a guide to help produce a COVID-19 risk assessment for Exminster Victory hall. It has been adapted to suit our premises as appropriate. It is in addition to our existing risk assessments. It has been approved and adapted by the trustees.

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.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers	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 to hall and in Main Hall. Staff/volunteers provided with protective personal equipment e.g plastic gloves and to wear masks if others in hall. Contractors provide their own. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	Staff/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.
Staff, contractors and volunteers.	Staff/volunteers who are either extremely vulnerable or Not vaccinated. Staff or 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.	Discuss situation with staff/volunteers to use of provision of protective clothing and cleaning surfaces before they work .	Staff 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.
Staff, contractors and volunteers.	Mental stress from handling the new situation.	Talk with staff, trustees and volunteers regularly to see if arrangements are working	It is important people know they can raise concerns.

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Paths/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People drop tissues.</p>	<p>2 Metre distancing sign in entrance to hall.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove/replace straight afterwards.</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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify "pinch points" and busy areas. Create one- way system and provide signage on distancing. Main doors to be locked open when hall in use. Strict entry/ exit doors. Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by Hall and masks worn on entry. Track and trace code available</p>	<p>Advise hirers to sanitize prior to using digilock and opening outer door.</p> <p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins, in hall. Empty regularly, hirer asked to remove all rubbish.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</p>	<p>Include in cleaning tasks</p>

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Main Hall	Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities, recommend 1 metre spacing. Hirers to be encouraged to wash hands regularly. Ensure opening of doors, windows to ensure adequate ventilation. Hire responsible for closing after event.	AV box contains gloves users to wear when handling equipment. Provide hand sanitiser. Spare masks and Track and Trace QR code on entrance table
Parish office	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices due to dimensions. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.	Hiring when main hall is in use for sole use.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge Crockery/cutlery Kettle/hot water boiler	Hirers are asked only 2 people to use at a time and to wear face masks in this area. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.

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Kitchen	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Hirers to consider users bringing own drink at current time.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage under stage (furniture/equipment)	Social distancing more difficult Door handles/bolts in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether hirers can encourage the hall users to bring own equipment e.g. exercise mats or use additional trolley to facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Limit to 2 only at a time. Hirer to highlight limit on numbers using toilets. Hirer to advise users to wipe touch points. Posters in toilets to encourage handwashing and wipes for touch point cleaning.	Ensure soap, paper towels, Surface wipes and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.
Annexe/coffee on corner	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles.	Hirers are asked to control numbers using kitchen so as to ensure social distancing. Hirers to clean all areas likely to be used before use, wash,	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as

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	Fridge Crockery/cutlery Kettle/hot water boiler	dry and stow crockery and cutlery after use. Bring own tea towels.	necessary. (Hirer to manage) Coffee on corner to produce own risk assessment.
Stage	Curtains Social distancing Lighting and sound controls	Curtains to remain closed as stage not in use.	
Events (Film club/WI)	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 1metre spacing between individuals or households.	Current limit is 60 people maximum allows 1 metre distancing (21/7/21)
Parties	Social distancing more difficult when familiar with each other	Organiser to ensure guidelines re toilet occupancy and kitchen use is maintained through out event. Use of Seating wherever possible to be considered.	Current limit is 60 people maximum allows 1 metre distancing (21/7/21)