



LONGDON VILLAGE HALL MANAGEMENT COMMITTEE
Registered Charity 509624

BROOK END, LONGDON, RUGELEY, STAFFS WS15 4PN

COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff 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. Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Volunteers advised to wash outer clothes after cleaning duties.</p>	<p>16TH July 2020</p>
<p>Contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70. 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. Mental stress from handling the new situation.</p>	<p>Not applicable as volunteers over 70 not undertaking either of the risk elements</p>	<p>16 July 2020</p>

Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.	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. 16 July 2020
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. 16 July 2020
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly	Provide hand sanitiser. 16 July 2020

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, ie more frequently.	Ask those moving chairs and tables to wear plastic gloves.	Provide plastic gloves for hirers to use when moving chairs. 16 July 2020
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Cooker Kettle/hot water boiler	Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used. Hand sanitiser, soap and paper towels provided.	Cleaning materials to be made available, regularly check and restocked as necessary. Hirers to bring their own disposable tableware 16 July 2020