

CRADLEY VILLAGE HALL COVID-19 RISK ASSESSMENT

NOTES: To comply with social distancing guidelines the Committee has set the maximum number of attendees as 40 seated and 15 taking part in physical activity.

RED actions are based on Government advice (ie should be considered mandatory)

ORANGE actions are strongly recommended by ACRE

GREEN actions are areas to be taken into consideration

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Self-employed cleaner, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood of exposure.</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>	<ul style="list-style-type: none"> • Stay at home guidance if unwell at entrance and in Main Hall. • Self-employed cleaner and contractors to provide their own protective overalls and gloves. • Hold details of external firm in the event deep cleaning is required. • Provide anti-bacterial wipes for use by committee members. 	<p>Posters updated 28/7/21</p> <p>Agreed with cleaner.</p> <p>External firm for deep clean identified. Chair has details. 4/8/20</p> <p>Antibacterial wipes provided, in kitchen. Stock checked 27/7/21</p>
<p>Self-employed cleaner, 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. Volunteers carrying out caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<ul style="list-style-type: none"> • Do not use volunteers at the current time. • Ensure committee members are aware of risks before carrying out caretaking or maintenance duties. 	<p>Reminder e-mail to committee members and key holders sent by Chair 30/4/21</p>

<p>Social distancing still advised.</p> <p>Risk to hirers/event organisers and to those attending the hall</p>	<p>Risk is people attending mingling with others they are not normally in contact with, which may spread the virus if carrying it and may worry some users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle</p>	<ul style="list-style-type: none"> • Adjust hire conditions to cover this. • Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be desirable eg to seating arrangements. 	<p>Event organisers are not expected to ask about people's domestic arrangements, but should encourage respect for others. Avoid raised voices or loud music so that people do not have to shout to be heard.</p>
<p>Paths/patio/external areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p>	<ul style="list-style-type: none"> • Put out 2 metre waiting signage at entrance to front door to encourage care when queueing to enter. 	<p>Signage available and included as requirement in updated Special Conditions of Hire 27/7/21</p>
<p>Entrance hall/corridors</p>	<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>Library shelves in regular use.</p>	<ul style="list-style-type: none"> • Place social distancing notice in entrance hall. • Close off 'dead-end' corridor to second toilet and stairs to first floor. • Mark one-way system clearly. • Door handles and light switches to be cleaned regularly. • Hand sanitiser to be provided by front and back doors • Provide Library "quarantine shelf" and notices to deter dumping. 	<p>Posters put up 20/8/20</p> <p>Closed off 23/8/20</p> <p>Complete 23/8/20</p> <p>Cleaning rota agreed 17/8/20</p> <p>Hand Sanitiser in place 19/8/20</p> <p>All above items re-checked and in place 26/4/21</p> <p>Completed 20/8/21</p> <p>Re-checked 29/4/21 and 27/7/21</p>

Main Hall	Door handles, light switches, window catches, tables, chair backs. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.	<ul style="list-style-type: none"> • 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. 	All included in updated Special Conditions of Hire 26/4/21
Upholstered chairs	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.	<ul style="list-style-type: none"> • Clean metal parts regularly touched before use. • Rotate use of upholstered chairs. • Ask those moving them to wear plastic gloves. 	Included in updated Special Conditions of Hire 27/7/21
Heritage Room	Social distancing more difficult in smaller areas Door handle, Light switches. Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	<ul style="list-style-type: none"> • Use by Post Office at present time. • Only one customer at a time permitted. • Waiting area in Main Hall. • Other activities by appointment only to encourage social distancing and limit number 	Marked out and one way system in place. Re-checked 27/7/21
Kitchen	Social distancing more difficult Door and window handles Light switches	Hirers are asked to control numbers using kitchen so as to ensure social distancing,	Kitchen only available if booked in advance.

	Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.	Numbers limited to two. Cleaning requirements included in updated Special Conditions of Hire 27/7/21
Cleaning cupboard	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
First Floor	Social distancing not possible Door handles, light switch	No public access at present time.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and mirrors.	Second toilet at end of corridor closed to public. Hirer to control numbers accessing toilet at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless pre-cleaned out of hours. Consider posters to encourage 20-second hand washing.	Included in updated Special Conditions of Hire 27/7/21 Hand washing posters in place 20/8 and re-checked 26/4/21 and 27/7/21

A copy of this Risk Assessment will be sent to Hirers, together with the updated Special Conditions of Hire and a suggested Hirers' Risk Assessment Form.