

UPHAM NEW MILLENNIUM VILLAGE HALL: COVID-19 RISK ASSESSMENT

Assessment by: Upham Village Hall Management Committee	<p>RED – Based on Government advice</p> <p>YELLOW – Strongly recommended</p> <p>GREEN – To consider</p>
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Focus	Area of consideration	Risk identified	Recommendation
Hirers	Before event	<ul style="list-style-type: none"> • Social distancing more difficult in smaller areas • Start / end times and duration of events may need to be altered due to additional cleaning time 	<ul style="list-style-type: none"> • Hirers should consider hiring larger rooms and avoid use of small rooms. • Rooms with carpeted floors not hired for exercise type classes • Hirers, particularly those who are operating a sport, exercise or performing arts activity, are encouraged to visit the hall prior to their start date to confirm the number of people that may attend their activity session or event in line with their relevant governing body / latest Government guidance. • Booking start / end / duration times to be advised by Village Hall Management Committee and discussed with hirers
	Hiring times / events	<ul style="list-style-type: none"> • Social distancing is not observed as people congregate in car park / outside entrance before entering premises. • Social distancing is not observed during event / hire time, particularly in 'pinch point' areas, such as entrance hall, corridors, toilets and kitchen. 	<ul style="list-style-type: none"> • Mark out 2 metre waiting area outside all potential entrances to maintain social distancing. • Hirers and their guests / clients should avoid physical contact with each other including handshakes, hugs etc. • Hirers and their guests / clients advised to wash outer clothes after event. • Social distancing guidance to be observed by hirers in arranging their activities.

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		<ul style="list-style-type: none"> • People will not be truthful about household health • People touch hands and face • People drop tissues while waiting to enter premises • Hirers bringing own equipment onto premises • Handling cash / tickets • Unknown visitors wishing to gain entrance to the village hall during an event. 	<ul style="list-style-type: none"> • Hirers are asked to control numbers accessing toilets at any one time, with attention to more vulnerable users. • Hirers are asked to control numbers using kitchen, with attention to more vulnerable users. • Consider creating one-way system with appropriate signage. • If parents are dropping off children for events, consider only one family in entrance area at any one time. • On arriving at the village hall, the lead hirer will ask all attendees if any member of the household have any COVID-19 symptoms. If the answer is yes, they should not be allowed to enter the building. • Anyone who has been advised to shield or is clinically vulnerable or lives in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the hall. • Face coverings should be worn in line with the latest Government guidance. • Anyone entering the premises must use the hand sanitiser provided and/or wash their hands. • PPE should be supplied by the individual hirer to meet their own specific regulatory requirements. • Hirers and their guests / clients advised not to touch their faces. • Hirer to check area outside doors for rubbish which might be contaminated, e.g. tissues. Cleaner to do this outside hire times.

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			<ul style="list-style-type: none"> • Hirers should consider whether they need to bring any equipment onto premises. If it is necessary for their event, hirers should ensure that all equipment is cleaned thoroughly before and after the event. If a hirer regularly stores equipment at the hall, ensure this is cleaned before use and before storage in the hall's cupboards. • Hirers to arrange online booking system and cashless payments as far as possible. • The only visitors to the village hall during an event should be those known to the hirer. If there should be a need to essential maintenance during a hire, the hirer will be informed by the Village Hall Management Committee.
Hirers / contractors / volunteers	Items / equipment on which virus can remain	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chair backs and arms. • Stage curtains which cannot be readily cleaned between use • Window blinds • Display boards • Cushioned chairs (committee room) • Kitchen cutlery, crockery, utensils 	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after their event and by hall cleaning staff at other times. Cleaning products will be available in the hall but hirers / contractors / volunteers are advised to provide their own gloves if required. • Social distancing guidance to be observed by hirers in arranging their activities • Hirers to be encouraged to use hand sanitiser / wash hands regularly. • Stage curtain, window blinds and display boards not to be touched by any hirer / visitor unless specifically agreed.

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			<ul style="list-style-type: none"> • Advise all hirers / visitors to wear gloves before moving cushioned chairs. • Metal / plastic parts on cushioned chairs to be cleaned regularly by hirers (if chairs are used) and hall cleaners. • Users should consider bringing their own food and drink. • If users do use the hall kitchen for food and drink provision, ensure all used items used are washed in hot soapy water, dried and replaced in cupboards. Users should bring own tea towel to avoid any contamination.
	<p>Displaying COVID-19 symptoms during an event</p>	<ul style="list-style-type: none"> • Coming into contact with someone during your event / visit who is displaying symptoms (a continuous cough, a high temperature, complains of lack of smell or taste) 	<ul style="list-style-type: none"> • Hirers and their guests / clients must agree to promptly leave the building if they are feeling ill and return home to isolate in line with NHS guidance. They will only be allowed back to the village hall after a negative test result or appropriate isolation has been completed. • If the unwell person is unable to leave the building immediately (waiting for lift etc) then they should be isolated in a room with an open window. • The person responsible for cleaning the area where someone has displayed symptoms / been isolated should wear appropriate PPE. • If you have assisted a person feeling unwell you do not need to go home yourself unless you start developing symptoms. You should wash your hands thoroughly for 20 seconds after contact with anyone unwell.

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	Displaying COVID-19 symptoms within 48 hours of an event	<ul style="list-style-type: none"> • If you develop COVID-19 symptoms within 48 hours of visiting the hall • If you have come into contact with someone at the hall who develops COVID-19 symptoms within 48 hours of being at the hall 	<ul style="list-style-type: none"> • If the hirer / contractors / volunteer develops COVID-19 symptoms within 48 hours of visiting Upham Village Hall, contact NHS Test & Trace. Notify the Booking Agent on 07901 133199 and alert your colleagues. Follow NHS guidance on isolation. • If hirer / contractor / volunteer is notified by any of their clients / guests / attendees of the development of COVID-19 symptoms, then contact other clients / guests / attendees of same event to inform them.
Contractors and volunteers	Exposure to virus	<ul style="list-style-type: none"> • Surfaces infected by people carrying the virus. • Disposing of rubbish containing tissues and cleaning cloths. 	<ul style="list-style-type: none"> • Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. • Contractors advised to wear face masks in line with current guidance. • Contractors / volunteers advised to wash outer clothes after cleaning duties.
	Those in vulnerable categories	<ul style="list-style-type: none"> • Volunteers who are either extremely vulnerable or over 70. • Volunteers attending village hall for any reason could be exposed if a person carrying the virus has entered the premises or falls ill. • Mental stress from handling the new situation 	<ul style="list-style-type: none"> • Contractors / volunteers in the vulnerable category are advised not to attend for the time being. • If volunteers in the vulnerable category do wish to attend village hall, discuss situation them and identify whether they require any PPE to mitigate any risks, or whether they should cease attendance for the time being. • Talk with trustees and volunteers regularly to see if arrangements are working.
Upham Village Hall Trustees /	Communication	<ul style="list-style-type: none"> • Hirers are unaware of role they need to play in safe operating procedures during their event 	<ul style="list-style-type: none"> • Hirers to receive copies of the 'Upham Village Hall Risk Assessment' and 'Special Terms & Conditions of Hire During COVID-19'.

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Management Committee	Visits	<ul style="list-style-type: none"> Unannounced visitors wishing to gain entry to the village hall during an event / hire. 	<ul style="list-style-type: none"> Unannounced visitors should not be admitted during an event unless essential (e.g. building maintenance, emergency services) and these essential visitors should be by appointment only, where possible. Potential hirers of the village hall will be offered a viewing slot when the hall is empty. Essential visitors / potential hirers should wear face coverings and maintain social distancing rules during visit.
	Attendance	<ul style="list-style-type: none"> Too many different groups booked in at the same time 	<ul style="list-style-type: none"> Consideration should be given to limiting the number of hirers at any one time. Hirers' booking times are likely to be amended to allow for appropriate cleaning; this should be discussed with each hirer
	Room hire	<ul style="list-style-type: none"> COVID-19 restrictions may prevent use of smaller rooms due to numbers 	<ul style="list-style-type: none"> The number of people allowed in each room is determined by guidance from any relevant governing bodies. For example, under current Government guidance, for a sit-down meeting situation, the main hall can accommodate 28 people and small committee room can accommodate 6 people, however, this will change if the activity / event is of a sporting nature. If a regular hirer usually has committee room but has an attendance of more than 6 people then consideration should be given to that hirer being given the use of the main hall but at the committee room rate.

This risk assessment may be updated at any time in line with revised Government guidance.