

AKELEY VILLAGE HALL

Akeley Village Hall COVID-19 Risk Assessment.

The Government announced on 21st February that Plan B restrictions would be lifted on 24th February 2022.

If any additional changes take place, we will review this document once the actual changes are confirmed.

Despite the removal of restrictions, 2m social distancing should be encouraged in less well-ventilated spaces and to protect vulnerable people. Where not possible mitigation measures such as face coverings are encouraged.

Important Notes:

- 1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice of 25th February that may be forthcoming.**
- 2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.**
- 3. This document is not intended to be comprehensive and Akeley Village Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for common sense or following Government guidelines.**
- 4. We have followed advice from ACRE and our insurers in preparing this document, as well as Government guidance.**

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e., should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions to consider**

AKELEY VILLAGE HALL

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, volunteers and contractors – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	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.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own.	Staff/volunteers/hirers may need guidance as to cleaning. For example, cloths or anti-bacterial wipes should be used on light switches and electrical appliances rather than spray disinfectants.
Staff, volunteers and contractors Think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or have not been 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 identify whether provision of protective clothing, mitigation such as face coverings and cleaning surfaces before they work is sufficient to mitigate their risks.	Staff/volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared.
Car park/paths/patio/exterior areas	People drop tissues and face masks.	Cleaner/caretaker asked to check area outside doors for rubbish which might be contaminated. Wear plastic gloves and remove.	Outside areas are less risky. Ordinary litter collection arrangements can remain in place.

AKELEY VILLAGE HALL

Entrance hall/lobby/corridors	<p>Possible pinch points and social distancing is not observed in a confined area.</p> <p>Door handles</p> <p>Light switches</p> <p>Sockets</p> <p>Burglar alarm keypad</p> <p>Window catches and sills</p> <p>Heater controls</p> <p>Mobile coat rail</p> <p>Key safe (on wall outside) in frequent use.</p>	<p>Identify “pinch points” and busy areas. Provide signage. Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall.</p>	<p>Hand sanitiser needs to be checked between hires.</p> <p>Provide bins with disposable bags, in entrance hall, main hall and kitchen. Hirers to empty and take away waste for safe disposal at the end of the hire.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned by hirers before use or by hall cleaning staff.</p>	<p>Hand sanitiser needs to be checked between hires.</p> <p>Provide bins with disposable bags, in entrance hall, main hall and kitchen. Hirers to empty and take away waste for safe disposal at the end of the hire.</p>
Kitchen	<p>Door handles</p> <p>Window handles and sills</p> <p>Light switches</p> <p>Sockets</p> <p>Fire alarm break glass</p> <p>Working surfaces</p> <p>Sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge</p> <p>Crocker/glasses/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p>Hirers are asked to maintain social distancing, especially for the vulnerable. Hirers to clean all areas likely to be used, wash, dry and stow crockery and cutlery after use. Hirers to be encouraged to bring their own Food and Drink for the time being.</p> <p>Encourage people to eat or drink when seated.</p>	<p>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.</p>

AKELEY VILLAGE HALL

Store cleaning/cupboard (cleaner etc)	Social distancing not possible Door handle Light switch	This is to be locked so no public access is possible. Caretaker to decide frequency of cleaning.	This door is normally locked to restrict access and has a sign on the door.
Main Storage Room (furniture/equipment)	Social distancing more difficult Door handles Light switches Equipment needing to be moved not normally in use.	Hirer to encourage social distancing and use of hand sanitiser.	
Toilets	Social distancing difficult. Door handles Light switches Basins Toilet Handles/pans/seats/urinals Baby changing and other surfaces including mirrors. The disabled toilet is to be used as an isolation room in the event of someone falling ill during use of the hall.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. They will also clean at the end of the hire. Consider posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. Cash payments/donations to be handled by one individual wearing gloves/using hand sanitiser.	See Government Guidance for Performing Arts