

BUDOCK VILLAGE HALL – COVID-19 RISK ASSESSMENT (July 2020)

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers.	<ul style="list-style-type: none"> • Cleaning surfaces infected by people carrying the virus. • Disposing of rubbish containing tissues and cleaning cloths. • Deep cleaning premises if a recent hall user tests positive with covid-19. • Occasional maintenance workers. 	<ul style="list-style-type: none"> • “Stay at home if unwell” guidance displayed on Notice Boards, at entrances and in Main Hall. • Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors to provide their own. • Staff/volunteers advised to wash outer clothes after cleaning duties. • Staff given PHE guidance and PPE for use in the event that deep cleaning is required. 	<ul style="list-style-type: none"> • 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 if used too frequently.
Staff, contractors and volunteers.	<ul style="list-style-type: none"> • Staff/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. 	<ul style="list-style-type: none"> • Staff in the vulnerable category are advised not to attend work for the time being. • Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning of surfaces before they work is sufficient to mitigate their risks, or whether 	<ul style="list-style-type: none"> • Staff and volunteers will need to be warned immediately if someone who has been on the premises is tested positive for covid-19. • Details of a person’s medical condition must be kept confidential, unless the employee/volunteer

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	<ul style="list-style-type: none"> • Mental stress from handling the new situation. 	<p>they should cease such work for the time being.</p> <ul style="list-style-type: none"> • Talk with staff, trustees and volunteers regularly to see if arrangements are working. 	<p>agrees that it can be shared.</p> <ul style="list-style-type: none"> • It is important people know they can raise concerns.
Car Park, paths and exterior areas	<ul style="list-style-type: none"> • Social distancing is not observed as people congregate before entering premises. • Parking area is too congested to allow social distancing. • People drop tissues etc. 	<ul style="list-style-type: none"> • Consider marking out 2 metre waiting areas outside all potential entrances to encourage care when queueing to enter. • Check area outside doors for rubbish which might be contaminated e.g. tissues. Wear plastic gloves, remove items and place in bin. 	<ul style="list-style-type: none"> • Transitory lapses in social distancing in outside areas are less risky - the main risk is likely to be where people congregate and for vulnerable people. • Ordinary litter collection arrangements remain in place. Disposable gloves are provided.
Entrance hall, lobby and corridors	<ul style="list-style-type: none"> • Possible “pinch points” and busy areas where the risk is that social distancing is not observed in a confined area. • Door handles, light switches in frequent use. 	<ul style="list-style-type: none"> • Kitchen and entrance lobby are “pinch points”. • Consider marking out 2 metre spacing in entrance area. • Consider one-way system and provide signage. • Door handles and light switches to be cleaned regularly with dry cloths. 	<ul style="list-style-type: none"> • Hand sanitiser needs to be checked regularly. • Provide more bins - in toilets, entrance hall, and each meeting room. • Empty bins regularly.

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		<ul style="list-style-type: none"> • Hand sanitiser to be provided by entrance doors. 	
Main Hall	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chair backs and arms. • Soft furnishings which cannot be readily cleaned between use. • Projection screen. • Window curtains or blinds. • Commemorative photos and displays. • Social distancing to be observed. 	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, chairs and other equipment that is used, to be cleaned by hirers before and after use. Also cleaned by hall cleaner on weekly basis. • Social distancing guidance to be observed by hirers in arranging their activities. • Hirers to be encouraged to wash hands regularly. 	<ul style="list-style-type: none"> • Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. • Provide hand sanitiser.
Lower Meeting room and Committee Room	<ul style="list-style-type: none"> • Social distancing more difficult in smaller areas. • Door and window handles. • Light switches. • Tables, chair backs and arms. • Copier, laminator, shredder and any office equipment. 	<ul style="list-style-type: none"> • Recommend that hirers hire Main Hall and avoid use of small rooms, other than as offices. • Surfaces and equipment to be cleaned by hirers before and after use. Also cleaned by hall cleaner on weekly basis. • Hirer to clean any office equipment. 	<ul style="list-style-type: none"> • Consider closing Lower Meeting room and Committee Room, and only hiring them when Main Hall is not in use or as possible overflow for activities when more attend than expected.
Kitchen	<ul style="list-style-type: none"> • Social distancing more difficult. 	<ul style="list-style-type: none"> • Hirers are to control numbers using kitchen so 	<ul style="list-style-type: none"> • Cleaning materials to be made available in clearly

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	<ul style="list-style-type: none"> • Door and window handles. • Light switches. • Working surfaces, sinks. • Cupboard and drawer handles. • Fridge handle. • Crockery/cutlery. • Kettles/hot water boiler. • Cookers/Microwave. 	<p>as to ensure social distancing, especially for those over 70.</p> <ul style="list-style-type: none"> • Hirers are to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. • Hirers to bring and use own tea towels. • Hand sanitiser, soap and paper towels will be provided. 	<p>identified location in a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <ul style="list-style-type: none"> • Consider closing kitchen if not required or restricting access to it.
Store cupboards for folding and stackable tables.	<ul style="list-style-type: none"> • Social distancing not possible. • Door handles, light switches. 	<ul style="list-style-type: none"> • Tables etc are to be cleaned by hirer before and after use. • Door handles and light switches to be cleaned by hirer before and after use. 	
Storage rooms and areas (furniture, Pendennis band instruments, Toddlers' toys and other equipment).	<ul style="list-style-type: none"> • Social distancing more difficult. • Door handles, light switches. • Equipment not normally in use needs to be moved. 	<ul style="list-style-type: none"> • Hirer to clean equipment required, door handles and light switches before and after use. • Hirer to control accessing and stowing equipment and to encourage social distancing. 	
Toilets	<ul style="list-style-type: none"> • Social distancing difficult. 	<ul style="list-style-type: none"> • Hirer to control numbers accessing toilets at any 	<ul style="list-style-type: none"> • Soap, paper towels, tissues and toilet paper are regularly replenished.

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	<ul style="list-style-type: none"> • Surfaces in frequent use including door handles, light switches, basins, toilet handles, seats etc. • Baby changing and vanity surfaces, mirrors. 	<p>one time, with attention to more vulnerable users.</p> <ul style="list-style-type: none"> • Hirer to clean all surfaces etc before group members arrive and after they leave. • Posters to encourage 20 second hand washing. 	
Stage and access steps	<ul style="list-style-type: none"> • Social distancing. 	<ul style="list-style-type: none"> • Hirer to control access and clean stage and steps before and after use. 	
Events	<ul style="list-style-type: none"> • Handling cash and tickets. • Too many people arrive. 	<ul style="list-style-type: none"> • Organisers arrange online systems and cashless payments as far as possible. • For performances, seats to be limited, booked and paid in advance, with two seats between individuals or households. 	<ul style="list-style-type: none"> • Wi-Fi will be needed in the hall.