

Covid-19 risk assessment for re-opening the Village Hall (v6)

This risk assessment has been carried out to facilitate the ongoing use of the Hall during the current phase of the pandemic, and considers the Covid19-related precautions that are required. This risk assessment has been reviewed and revised in the context of changes to Government guidance and legal requirements. **Changes that can be made are described in column 5.**

Organisation name: Alvechurch Village Hall

Date of risk assessment: 15th August 2021

Section	What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk/ what changes can be made?	Action by who?	Action by when?	Done
1	Contracting or spreading the virus by not social distancing when entering or leaving the building.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>For Hall users, we have introduced a one-way system, in which the main door and lower front door are 'entry only' and the rear doors and side gate are 'exit only' (except for the last person out at the end of a hire). Exceptions may be made for people with disabilities, in which case users must ensure that this is managed appropriately to maintain appropriate distancing.</p> <p>Signage has been put in place and information provided to users, who will be required to respect the one way system.</p> <p>Hall employees do not need to use the system if they are in the Hall alone.</p> <p>Hall user start and finish times are being managed in order to avoid overlaps.</p> <p>For the time being only one user group will be allowed in the Hall at a time.</p> <p>Appropriate signage has been placed on the floor at entrances and any pinch points, reminding users of the 2 metre social distancing requirements.</p>	<p>Given the removal of legal requirements on social distancing, we will now allow the Main Hall and Committee Room to be in use at the same time. However, users should make every effort to keep apart.</p> <p>Efforts should be made by users to maintain appropriate distancing whilst people are entering and leaving the building.</p> <p>For the time being, we will maintain the one-way system through the building and leave the signage in place.</p>	Users to carry out risk assessments as appropriate.	N/A	N/A

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2	Contracting or spreading the virus by not social distancing whilst carrying on activities in the Hall.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>In order to facilitate social distancing, the maximum number of people permitted to be in any part of the Hall is restricted.</p> <p>Calculations have been made based on the floor surface area and social distancing requirements, and Hall users have been provided with the relevant information to enable them to plan their activities.</p> <p>Based on the guidelines in place at the time of writing, this means that the capacity of the Main Hall is 33 people, and the capacity of the Committee Room is 14 people.</p> <p>Committee Room users are encouraged to use the Main Hall instead (at no extra cost), to facilitate social distancing.</p> <p>For the time being only one user group will be allowed in the Hall at a time.</p> <p>Hall users are informed, using appropriate signage that only one person (or social group) should be in the kitchen at a time.</p>	<p>As a result of the removal of legal limits on indoor gatherings, the Hall can now operate to its normal capacity. However, users are still expected to carry out a risk assessment and put in place any restrictions that they believe are necessary in the context of their activities.</p> <p>Similarly, restrictions on the number of people who can be in the kitchen at any one time can now be removed.</p> <p>Given the removal of legal requirements on social distancing, we will now allow the Main Hall and Committee Room to be in use at the same time.</p> <p>Efforts should be made by users to maintain appropriate distancing whilst people are entering and leaving the building.</p>	<p>Users to carry out risk assessments as appropriate.</p> <p>Kitchen signage to be removed by Hall employees.</p>	<p>N/A</p> <p>ASAP</p>	N/A

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3	Contracting or spreading the virus by not social distancing whilst working in the Hall.	Hall employees.	<p>The work of Hall employees will be planned so that, as far as possible, they are not in the Hall at the same time as users.</p> <p>They have also been provided with relevant instructions to enable them to socially distance if they have to work whilst users are in the Hall or, for example, to show prospective new users around.</p>	In order to continue to protect Hall employees as far as possible, it is proposed to continue this arrangement, so that employees are not, as far as possible, in the Hall at the same time as users.	None required	N/A	N/A
4	Contracting or spreading the virus by not social distancing whilst moving about in the Hall.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>In order to reduce the risk of contact, the upstairs gents toilets have been taken out of use, with the downstairs facilities to be used instead. This will reduce traffic in the vicinity of the ladies and disabled toilets.</p> <p>Hall users are required to open all internal doors on entry and secure them in that position. This will reduce the amount of times the door plates and handles are touched. Users will be required to close these doors on exit.</p> <p>Written instruction and signage have been provided to users.</p> <p>Suitable working arrangements for our employees have been set up so that they minimize the likelihood of their coming into contact with users.</p>	<p>Given the removal of legal requirements on social distancing, the upstairs gents toilets can now be returned to use.</p> <p>In order to maximise the safe usage of the Hall, signage requiring opening internal doors will be maintained, and users encouraged to continue with this practice.</p> <p>Working arrangements for Hall employees will be maintained.</p>	Removal of barriers and signage to be done by Hall employees.	ASAP	

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5	Spreading coronavirus on regularly touched surfaces and items in the Hall.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>Users, staff and trustees are required to wash their hands thoroughly before touching any surfaces or items in the Hall. Facilities are in place for them to do so.</p> <p>Users, staff and trustees are required to wipe down all surfaces or touched items after use with disinfectant cloths, which will be provided. Surfaces to be wiped include door handles, light switches, window catches, tables, chairs, toilet handles, washbasins and taps.</p> <p>Any kitchen crockery, cutlery, etc., that is used must be thoroughly washed in hot soapy water and dried with a clean tea towel provided by the hirer.</p> <p>Written instruction and signage to enforce these requirements has been provided.</p>	Users, staff and trustees are encouraged to continue following these practices as far as practicable. However, they will not be 'enforced'.	None required.	N/A	N/A
6	Increased risk of spreading coronavirus due to inadequate cleaning.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>The Hall already has a comprehensive cleaning programme in place.</p> <p>Where it is practicable to do so, the Hall is cleaned between users.</p> <p>Users are required to ensure that toilets and sinks are left clean and sanitized.</p>	The Hall's cleaning programme will continue to be followed. Cleaning between users will no longer be expected, although this may still be achieved in some cases.	None required.	N/A	N/A
7	Increased risk of spreading coronavirus due to inappropriate disposal of rubbish.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>Sufficient bins are provided for anyone in the Hall to throw away their waste face coverings and PPE used for social distancing, and any other additional waste (such as tissues, paper towels and cleaning cloths).</p> <p>Face coverings, other PPE, tissues, paper towels and cleaning cloths must not be put in the recycling bin.</p> <p>Bins are emptied regularly so they do not overflow and create litter.</p>	No changes.	None required.	N/A	N/A

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8	Contracting or spreading coronavirus by not washing hands or not washing them adequately.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>Soap and water for handwashing is provided.</p> <p>Signage is in place informing users about the importance of handwashing and how to do it effectively.</p> <p>Hall employees have received instruction about handwashing.</p> <p>Hand sanitizer is provided at entry points to the Hall, to enable people to clean their hands immediately on entry.</p> <p>Electric hand dryers are turned off and paper towels provided for use instead.</p>	<p>Electric hand dryers can now be turned on – paper towels will no longer be provided.</p> <p>Hand sanitizer will continue to be provided at entry points.</p>	Hall staff to turn hand dryers back on.	ASAP	
9	Contracting or spreading coronavirus by not wearing face coverings.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>Hall employees are required to wear face coverings if they are in the Hall at the same time as users. Face coverings, and other PPE that is required, is provided for Hall employees.</p> <p>Hall users are reminded of the requirements for face coverings, to be considered in their risk assessments, and suitable signage displayed.</p> <p>Hall trustees are required to wear face coverings appropriately.</p>	<p>Hall employees and trustees are no longer required to wear face coverings. However, they are encouraged to do so if they wish, and face coverings will continue to be provided for employees.</p> <p>Hall users are requested to carry out their own risk assessment to support their decisions about face coverings.</p>	None required.	N/A	N/A
10	Contracting or spreading coronavirus during Hall user activities	Hall users.	<p>Hall users are required to carry out a risk assessment before resuming their activities in the Hall, and to implement any actions required to ensure they can be done safely.</p> <p>The Hall Management will request a copy of the risk assessment prior to activities restarting.</p>	No changes. Hall users will continue to be expected to have an up to date risk assessment for their activities.	None required.	N/A	N/A

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11	Contracting or spreading coronavirus during Hall management activities.	Hall employees and trustees	<p>All meetings between staff and the management committee take place either remotely or using suitable social distancing.</p> <p>Materials and other deliveries are dropped at a suitable location in the Hall for employees to collect.</p>	These arrangements may now be relaxed by mutual agreement of all parties involved. Where parties wish to continue with remote or distanced contact, these wishes will be respected.	None required.	N/A	N/A
12	Increased risk of infection and complications for vulnerable workers.	Hall users, employees and trustees.	<p>The Management Committee will discuss any increased risk factors with their employees, and implement any additional precautions required.</p> <p>Staff and volunteers in the vulnerable category are advised not to enter the Hall.</p> <p>Hall users are required to consider increased risks for vulnerable people as part of their risk assessment.</p>	No changes.	None required.	N/A	N/A
13	Increased risk of infection due to prohibited activities being carried on inside the Hall	Hall users.	<p>Regular users are referred to the relevant Government guidance on which activities are permitted in enclosed spaces such as Village Halls, and which are not, and required to abide by those rules when considering their use of the Hall.</p> <p>One-off users are asked about the purpose of their hire and if, in the opinion of the Hall Manager, the hire breaches the guidelines, it will be refused.</p>	No changes.	None required.	N/A	N/A

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14	Lack of information about Hall users to permit track and trace.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>The Hall Manager maintains a schedule of hires, which will enable groups and individuals who have hired the Hall to be tracked.</p> <p>User groups and one-off hirers are required to keep a record of all those present during any use of the Hall, and to retain this in accordance with Government requirements (21 days at the time of writing).</p> <p>Hall employees and trustees are required to maintain a record of anyone who enters the Hall for any purpose (e.g. to carry out maintenance activities, or to view the Hall), and retain this in accordance with Government requirements (21 days at the time of writing). A record sheet is provided for this purpose</p>	<p>Given the removal of the Government track and trace requirements, these actions are no longer mandatory.</p> <p>However, NHS QR-code posters will be kept in place at the Hall entrances and on noticeboards, and users can use them as they wish.</p>	None required.	N/A	N/A
15	Poor control of risk due to misunderstandings about the Hall's control measures.	Anyone who enters the premises, including Hall users, employees and trustees.	<p>Suitable written instructions and guidance are provided and explained to Hall Users and Employees.</p> <p>Hall Users are required to provide confirmation that they have read and understood the procedures that must be followed whilst using the Hall.</p>	The revised requirements documented in this risk assessment should be communicated to users.	Committee/Hall Manager	ASAP	