

Barroway Drove Village Hall Covid-19 Risk Assessment

The Trustees of Barroway Drove Village Hall recognise their responsibility to ensure the health, safety and welfare at work of all employees and volunteers; and further that a duty extends to all other persons whilst they are on Barroway Drove Village Hall premises. This risk assessment aims to identify the risks associated with the transmission of Covid-19 between people using the premises, and to ensure appropriate measures are put in place to reduce those risks are reduced as far as possible.

This Risk Assessment has been undertaken following guidance from ACRE and UK Government; it should be referred to in conjunction with the Barroway Drove Village Hall General Risk Assessment, Fire Risk Assessment and Health & Safety Policy. This Risk Assessment will be reviewed regularly and may be amended if/when government guidance changes.

Risk Assessment – Record of significant findings	
Risk assessment for	Assessment undertaken by
Barroway Drove Village Hall 142 The Drove Barroway Drove Downham Market PE38 0AL	Date: 6 th July 2020 Completed by: Vicki Howling Approved at committee meeting 7 th July 2020
Step 1 – Identify the hazards	
Covid-19 is an infectious disease caused by a newly discovered coronavirus. The virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Infection usually occurs through close contact with an infected person or by touching contaminated surfaces.	
Step 2 – Identify the people at risk	
Anyone who visits the Barroway Drove Village Hall could be at risk; this includes trustees, staff, volunteers, contractors, hirers and members of the public. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.	

Barroway Drove Village Hall Covid-19 Risk Assessment

Step 3 – Introduce control measures to reduce the risk

Hand Washing/ sanitising	Everyone entering the Hall will be asked to wash their hands. Hand washing facilities will be readily available for all Hall users. Hand sanitiser placed at entrance/exit and in areas of the hall where sinks are not available. Dedicated hand washing sink in kitchen area. Visual reminders (posters) to prompt regular and correct hand washing will be displayed. Hirers of the Hall will be asked to ensure everyone in their group follows these rules and will be asked to sign a Hiring Agreement with a special condition to that effect.
Face coverings	Face covering must be worn by all Hall users in line with current Government guidance. All Hirers will be reminded to ensure everyone in their groups follows the guidance and visual reminders will be displayed around the Hall.
Social Distancing	Everyone entering the Hall will be reminded of the need to follow social distancing rules in line with current government guidance. In any areas identified as potential ‘pinch points’ additional measures e.g. floor markings will be introduced – see appendix I for details. Visual reminders (posters) about social distancing will be displayed. Hirers of the Hall will be asked to ensure everyone in their group follows these rules and will be asked to sign a Hiring Agreement with a special condition to that effect.
Cleaning	Before reopening the Hall will be deep cleaned. A regular cleaning regime will be introduced with the regularly of cleaning each area determined by the volume of traffic. Appendix I gives further details on each area and the particular risks identified. PPE will be provided for anyone cleaning the Hall.
Information & signage	Clear signage will be introduced to all areas of the Hall so that everyone entering the Hall is reminded of the necessary actions to reduce the spread of Covid-19 and their own responsibilities regarding these measures. All Hirers will be informed of their responsibilities and asked to sign a Hiring Agreeing with special conditions relating to reducing the spread of Covid-19.

Barroway Drove Village Hall Covid-19 Risk Assessment

Additional measures to further reduce the risk	<ul style="list-style-type: none"> • Appendix i (below) provides more detail on additional measures introduced in specific areas of the Village Hall. • All hirers will be asked to complete their own risk assessment relevant to their activities. • Any events organised by the Hall Committee will be risk assessed separately.
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BARROWAY DROVE VILLAGE HALL COVID 19 RISK ASSESSMENT APPENDIX i				
LOCATION	Risks Identified	Control measures introduced	Date completed	Notes
Entrance Hall	Surfaces touched regularly (door handles, light switches, notice board)	All surfaces cleaned before and after each event or activity	Ongoing	<i>All Hirers to be responsible for cleaning every area of the Hall they have used after their session (included in Hiring Agreement under Special Conditions)</i>
	Confined space	Visual reminders of need for social distancing. Adequate space for small events. Will consider introducing a one-way system for larger events if/when they are reinstated	Ongoing	
	Small tables	To be cleaned before and after each use (to be stored so that they cannot be touched unless in use)	Ongoing	<i>Visual reminders of the risks and risk reduction measures to be installed throughout the Hall and outside area</i>
	Carpeted area harder to clean	Consider plastic matting that could be removed and cleaned if larger events are reinstated	Review regularly	

Barroway Drove Village Hall Covid-19 Risk Assessment

Toilets	Surfaces touched regularly with high possibility of being contaminated with bodily fluids.	All surfaces cleaned before and after each event or activity. Whilst Hall is being used less frequently the number of toilets and sinks in use will be reduced.	Ongoing	<i>All Hirers to be responsible for cleaning every area of the Hall they have used after their session (included in Hiring Agreement under Special Conditions)</i>
	Confined space	Only one person allowed in the toilets at any time (unless a child or vulnerable person needs assistance)	Ongoing	<i>Toilets checked regularly for cleanliness Disinfectant spray and wipes available at all times</i>
Main Hall	Surfaces touched regularly (door/window handles, light switches) Chairs (upholstered)	All surfaces cleaned before and after each event or activity System set up for chairs to be rotated and quarantined for 72 hours after each use – all Hirers made aware of this procedure.	Ongoing Ongoing	<i>A limited number of plastic chairs are also available if required. All Hirers to be responsible for cleaning every area of the Hall they have used after their session (included in Hiring Agreement under Special Conditions)</i>
	Tables	Tables cleaned before and after every use. Tables not in use to be stored away from public area.	As required	
	Stage area	Not in use – no performances allowed	n/a	
	Curtains	Tie back to reduce the amount of contact with people using the Hall. Steam clean after events with larger numbers.	Ongoing	
Kitchen	Surfaces in frequent use	All surfaces cleaned before and after	Ongoing	<i>All Hirers to be responsible for</i>

Barroway Drove Village Hall Covid-19 Risk Assessment

	(door/cupboard handles/light switches/worktops/kettles etc) Note: For events and regular activities and separate risk assessment must be completed	each event or activity. Hall committee must approve all risk assessments before events/activities take place	Before event takes place	<i>cleaning every area of the Hall they have used after their session (included in Hiring Agreement under Special Conditions)</i>
Store room	Surfaces in frequent use (door handles/light switches) Maintenance work on boiler	All surfaces cleaned before and after each event or activity. Contractors to follow correct procedures regarding hand washing and social distancing.	Ongoing As required	
Bar area Bar Area (cont.)	Surfaces in frequent use Confined space Note: For events and regular activities and separate risk assessment must be completed	All surfaces cleaned before and after each event or activity. Follow government guidelines on correct working practices e.g. colleagues' side by side not face to face Hall committee must approve all risk assessments before events/activities take place	Ongoing Before an event takes place Ongoing (risk assess before specific event takes place)	<i>All Hirers to be responsible for cleaning every area of the Hall they have used after their session (included in Hiring Agreement under Special Conditions)</i>
Storage Container. (This is completely separate from the main building)	Door handles	Anyone opening the storage container should clean handles before and after use	As required (access to container should be	

Barroway Drove Village Hall Covid-19 Risk Assessment

	Confined space	Only one person in container at any time (unless from same household then two permitted)	limited, no members of the public are allowed to enter the container at any time)	
Car park and Playing-field	Social distancing not observed, especially in the area immediately outside the main entrance. People dropping litter e.g. tissues.	Visual reminders of need for social distancing. Will consider introducing a one-way system for larger events if/when they are reinstated Area to be checked regularly by cleaner and any rubbish removed Outside bin to be emptied frequently. Cleaner to be provided with PPE	Ongoing Ongoing	<i>Visual reminders of the risks and risk reduction measures to be installed throughout the Hall and outside area</i>
Outdoor Notice Board	Surfaces in occasional use	Relatively low risk but anyone placing notices should use gloves.	As required	
Teenage Shelter	Although outdoor equipment is considered lower risk the virus could live on surfaces. It is difficult to monitor use and regularly sanitise the Teen Shelter.	Notices placed on equipment with reminders about social distancing and hand sanitising	Check weekly and renew signs as required	