

## **COVID-19 Risk Assessment for Opening Headley Village Hall to additional users.**

Headley Village Hall has been closed to non-essential social activities in line with government guidance. It has been open for use by Headley Parish Council. Throughout this period it has been regularly cleaned and maintained. In order to open the hall to additional users, numerous measures have been introduced to comply with the latest government guidance as described in the guidelines provided by Action with Communities in Rural England (ACRE).

This COVID-19 Risk Assessment is being carried out in consultation with our caretaker and with the organisations which regularly use the hall. The Special (Covid-19) Conditions of Hire that have been introduced, in addition to our normal terms and conditions are therefore the product of all stakeholders' considerations.

A key part of the risk assessment has been to identify ways of maintaining social distancing and robust cleaning procedures. To begin with the hall will rely on daily cleaning by the contractor. It will be open to only one hirer a day and to a limited range of activities.

This COVID-19 Risk Assessment will be on public display. However, it may need to be updated in the light of any new government advice that may be forthcoming.

Keeping this hall Covid Secure also depends upon the care taken by users. You are all asked to observe the guidelines and procedures. Please show patience and consideration. Take extra time to allow all around you to maintain social distancing - especially in queues, at doorways, in narrow corridors, in toilets, etc. Also, please use the hand sanitisers and the other cleaning facilities.

Let us know if you feel that improvements can be made.

Working Together Keeps Us Safer

Headley Village Hall Trustees  
12 August 2020

What is the hazard?	Who might be harmed?	Steps to reduce risk
Exposure to a person infected with COVID-19 (CV-19)	Users of the Hall Contract Cleaner Volunteer helpers Other contractors	Prohibit entry to anyone with Covid-19 symptoms or with a household member with symptoms.  (Condition of hire/warning to hirers, signs on door, warnings on website)
		Provide for 2m social distancing by: a) limiting numbers b) separate entry & exits c) closing off some pinch points d) 'maintain 2m distance' signs in hall, 2m markings at entrance and in hall. e) hirers to observe social distancing guidance in arranging their activities. f) hirers to control accessing and stowing equipment. g) advice on maintaining distance in pinch points (e.g. limit users to 1 at a time in toilets and add engaged/vacant signage).
		Encourage good ventilation
		Promote use of tissues to prevent spread of any infections. Provide tissues, bags for used tissues and procedures for safe disposal of bags.
		Allow extra time between hirers
		Provide face masks if needed
		Provide advice/isolation room/facilities for anyone who catches CV-19 whilst in the hall.

What is the hazard?	Who might be harmed?	Steps to reduce risk
Contact with a surface infected by a person with CV-19	Contract Cleaner	<p>Contractor provided with protective overalls, gloves and masks. Contractor advised to wash outer clothes after cleaning duties.</p> <p>Contractor to check car-park daily for potentially contaminated waste (eg tissues) and remove.</p> <p>PPE provided for Contractor and PHE guidance on deep cleaning to be given if someone falls ill with CV-19 on the premises.</p>
	Volunteer helpers	All regular cleaning assigned to contractor.
		Volunteer helpers provided with protective aprons, gloves and masks and advised to wash outer clothes after carrying out any tasks (e.g. internal maintenance) in the hall.
		Discuss situation with trustees and helpers over 70 to identify whether precautions are sufficient to mitigate their risks, or whether they should cease such work for the time being.
	Users of the Hall	New daily cleaning schedule to include government recommended cleaning activities (e.g. handles, switches, etc.).
		Hand sanitiser to be provided at entry and exits, etc.
		Encourage users to wash hands regularly - with extra signs, clean washing facilities, soap, warm water, paper towels & hand dryers.
		Cleaning products provided throughout the premises for use by users. Also, provide wipes and encourage users to wipe down surfaces before and after they touch them.

<b>What is the hazard?</b>	<b>Who might be harmed?</b>	<b>Steps to reduce risk</b>
Contact with a surface infected by a person with CV-19 (Continued)	Any other contractors/workmen	To be advised of procedures and special conditions as they apply to all hirers.
		To be provided with protective aprons, gloves and masks if needed and advised to wash outer clothes after carrying out any tasks in the hall.
Indirect exposure to CV-19 from Hall	Users of the Hall Contract Cleaner Volunteer helpers Other contractors	Contractor, trustees /volunteers to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Any user who might be at risk also to be warned (i.e. through hirer's list or Test & Trace). Details of a person's medical condition to be kept confidential unless they agree it can be shared.
Mental stress from handling the new situation.	Users of the Hall Contract Cleaner Volunteer helpers Other contractors	Consult contractor, trustees, volunteers and hirers about the precautions as they are planned. Ensure that all actions are undertaken willingly. Consult them regularly to see if they are working satisfactorily.