

NEWTOWN LINFORD VILLAGE HALL

**Main Street
Newtown Linford
Leicester LE6 0AE**

COVID-19 RISK ASSESSMENT FOR RE-OPENING

Revision Information			
Version	Prepared by	Authorised by	Date
Issue 1	Carolyn Lowe	VHC	21 July 2020

This is a Covid-19 risk assessment for the re-opening of Newtown Village Hall. It is based on the Village Hall Committee's understanding of Government advice on the date of publication, but Users should be warned that this advice may be out-of-date.

Area of risk	Risk Identified	Actions to take to mitigate risk	Notes
What activity or Situations may cause Transmission of the Virus to the Caretaker and volunteers	Cleaning surface that may have been contaminated by the virus	Caretaker/Volunteers need protective overalls and plastic or rubber gloves. They should be advised to wash outer clothes after cleaning duties. Caretaker should be given PHE guidance and PPE for use in the event of deep cleaning is required.	
	Disposing of contaminated Rubbish ie. Tissues, cleaning Clothes		
	Deep cleaning premises if someone falls ill with Covid-19 on the premises	Stay at home guidance at the entrance and in the Main hall.	
Who are the people at risk? The Caretaker and Volunteers	People who are vulnerable or over 70 who are cleaning or doing some internal maintenance tasks could be exposed if a person carrying the virus has entered the hall or falls ill.	People who are in the vulnerable category are advised not to attend work for the time being. Caretaker/Volunteers over 70, a discussion whether provision of protective clothing and cleaning surfaces if sufficient to mitigate their risks, or whether they should cease such work for the time being.	The Caretaker needs to be warned immediately if someone who has been at the hall, has tested positive for Covid-19. Details of a person's medical condition must be kept confidential, unless they agree that this information can be shared.

Area of risk	Risk identified	Actions to take to mitigate risk	Notes
Exterior areas/ Entrance steps	Social distancing is not observed as people congregate before entering the hall. People drop tissues	Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Area should be kept clean of contaminated tissues.	Outside areas are advised by Government to be less risky, the main risk is likely to be where people congregate.
Entrance Hall/ stairs	Social distancing is not observed in a confined area Door handles/light switches	Mark 2 metre spacing in entrance area. Door handles and light switches to be cleaned regularly. hand sanitizer to be provided in the entrance hall . Suggest using main entrance to enter the hall and the rear entrance to exit.	Hand sanitizer to be checked daily
Main Hall / Stage	Light switches ,door handles Window catches Tables, chair backs and arms Soft furnishings which cannot be readily cleaned between uses. The stage curtains Commemorative displays Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used, to be cleaned by hirers before use or by the Caretaker. The stage curtains are difficult to clean and may be touched by the Public. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to Clean hands regularly	

Area of Risk	Risk Identified	Actions to take to mitigate risk	Notes
Small Hall	Light switches, door handles Social distancing more difficult in small hall. Tables, chair backs and arms.	Recommend hirers hire main hall and avoid use of small spaces. Surfaces and equipment to be cleaned by Caretaker before use.	
Kitchen/Bar	Social distancing more difficult Door and window handles. Light switches Work surfaces, sinks Cupboard/drawer handles Fridge/freezer Crockery/cutlery/glasses Kettle/hot water boiler Cooker/microwave	Controlled number of people using kitchen so as to ensure social distancing Hirers to clean all areas likely to be used before use, wash and dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitizer to be provided by hall. Hirers to bring own food and drink for the time being.	Cleaning materials to be made available in clearly identified location, regularly checked and restocked as necessary.
Storage Space	Social distancing not possible. Door handles, light switches. Equipment needing to be moved	Public access unlikely to be required. Caretaker to decide frequency of cleaning.	
Toilets	Social distancing difficult Door handles, light switches Basins, other surfaces, Toilet pans/seats/urinals	Hirer to control access to toilets, with particular attention to more vulnerable users. Hirer to clean all surfaces etc. before public arrive unless the Caretaker has cleaned it before hand. Consider engaged/vacant signage	Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access further supplies

Area of risk	Risk Identified	Action to take to mitigate risk	Notes
Back Lobby / Disable toilet	Social distancing difficult in Confined area Door handles/light switches Basin/baby changing and other surfaces. toilet pan/ seat	Kept clear for exiting the hall Door handles/light switches to be cleaned regularly. Hirer to control access to toilet. Hirer to clean all surfaces etc. before guests arrive unless previously cleaned by caretaker	

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

Orange – Actions that are strongly recommended

Green – Actions that you might like to consider

Guidance from Government

Covid-19: Guidance for the safe use of multipurpose community facilities
Published 30 June 2020

Premises which are Covid-19 secure will be able to hold more than 30 people, subject to the capacity limits, although groups should not interact with anyone outside of the group they are attending with – so in a group no larger than 2 households.

Where gatherings have more than 30 people, those operating venues should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. At this time, venues should not permit indoor performances, including drama, comedy and music, to take place in front of live audience.