



Woodcote Village Hall

Covid-19 Operation

Trustees Risk Assessment

Introduction (Updated 9/12/2021)

Village Halls and similar community facilities when allowed to re-open, such re-opening must comply with the Covid-19 control guidelines that are in force at the time and measures taken to reduce the risk to those using, in any capacity, the Village Hall. This document presents the risks attached to re-opening the Hall and identifies the actions to be taken to reduce those risks to an acceptable level.

Approach

This risk assessment:

- considers the two major risks to be a user being exposed to, or becoming infected, as a result of working in or attending a function (of any kind) at the village hall and a user falling ill while in the Village Hall;
- considers there to be different levels of risk in open, public and non-publicly accessible spaces;
- identifies the main sources of risk to be virus transmission by:
 - airborne droplets from coughing or sneezing;
 - touching contaminated surfaces in toilets, kitchens, and contaminated door handles, light switches and other areas

Notes:

1. Users

In this document a user refers to anyone entering the Hall for any purpose and, as such, includes those attending events, employees, contractors and other members of the public.

2. Surfaces

In this document the term surfaces includes handles of any kind, switches of any kind, any solid object, any piece of machinery or electronic equipment, work surfaces, chairs and tables, windows and window catches, or any other surface likely to be touched

3. Action Importance

In the following assessment mitigating actions are colour coded to indicate their importance.

Red	Must Do
Amber	Should Do
Green	Could do.

4. Date of Assessment

01-Aug-2020. Updated 9th December 2021 (Omicron variant).

5. Review.

This assessment must be reviewed weekly to ensure on-going compliance with the latest Government advice and requirements for Village Halls.

People at Risk	Risk identified	Actions to take to mitigate risk and by whom	Notes
Hall visitors who are over 70 years of age, clinically or otherwise vulnerable	Infection with increased likelihood or serious illness or death.	<p>Advise those over 70 or otherwise classed as vulnerable that have not been fully vaccinated with 2 vaccinations & a booster should not attend, if feeling unwell or not comfortable with the risks .</p> <p>Advise hirers of requirement before hiring.</p>	
Cleaning, management staff, Occasional contractors and maintenance workers.	<p>Infection contracted from others present, infected surfaces, or infected rubbish and/or materials not properly disposed of.</p> <p>If unknowingly infected, contamination of surfaces, rubbish and/or working materials and tools.</p>	<p>Notices at all entrances forbidding anyone feeling ill from entering the Hall.</p> <p>Staff to be:</p> <ul style="list-style-type: none"> ▪ provided with protective overalls and plastic or rubber gloves, masks; ▪ advised to wash outer clothes after cleaning duties; and ▪ given PHE guidance and PPE for use in the event deep cleaning is required. <p>Any cleaning or management staff displaying symptoms of COVID to self-isolate and notify the Trustees.</p> <p>Contractors must:</p> <ul style="list-style-type: none"> ▪ provide their own PPE; ▪ clean all surfaces they've been in contact with after completing their tasks; and ▪ notify the Hall Manager if they show symptoms of COVID within 14 days of working at the Hall. 	<p>Cleaning guidance may be needed to ensure the safe cleaning of electrical appliances and to avoid damaging sensitive surfaces.</p> <p>Cleaning checklists to be provided.</p> <p>Hirers to clean all surfaces and items used at the conclusion of the hire period.</p> <p>Disposable gloves and masks purchased for staff use.</p>
Those attending meetings or events (including sporting events) at the Hall	Infection or, if unknowingly infected, contamination of surfaces or transmission via airborne droplets.		See 'Public Areas' below
Someone falls ill or someone is identified as ill whilst in the Hall or who has been in the Hall in the last two weeks	<p>The illness is COVID-19 and:</p> <ul style="list-style-type: none"> ▪ the Hall or an event in the Hall may be the source of the infection; ▪ others may have been, or become, infected. 	<p>Close the Hall until the nature of the infection is confirmed.</p> <p>Isolate and respond as per the Village Hall Guidance</p> <p>Hirer or trustees, as appropriate, to notify the Surgery.</p> <p>Notify all staff immediately</p> <p>Close the building and deep clean if the infection tests positive for COVID-19.</p>	<p>Hirer to ensure that the surgery is notified if an attendee at their event falls ill.</p> <p>Hall manager or Trustee to notify the surgery if an employee or contractor falls ill whilst in the Hall.</p>

		Post an alert/warning notice on all entrances to the Hall	
Public Areas			
Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Car Park/paths/ patio/exterior areas	<p>Transmission from</p> <ul style="list-style-type: none"> social distancing not being observed as people mix before entering premises or collecting children. Virus infected rubbish, such as tissues, being dropped. 	<p>Notices stating the need to observe social distancing. One and two metre marking of waiting and parking areas.</p> <p>Hall cleaning to include a check on areas outside doors for rubbish which might be contaminated, e.g. tissues. Cleaner to wear plastic gloves & mask when removing such rubbish.</p>	<p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
Designated entrances and exits to/from the building including the rooms for hire.	<p>Social distance lost at busy areas with limited space.</p> <p>Virus transmission from frequently used surfaces (door handles, light switches.) in such areas.</p>	<p>Designated entrances and exits to be clearly signed. Hirers to instruct attendees not to congregate at entrance, to arrive at time of booking, to maintain social distancing if queuing, and to go straight to the hired room, wearing masks indoors is highly recommended.</p> <p>2m spacing marked outside designated entrances. Hand sanitiser to be provided by Hall at all entrance points</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>One-way flows to be introduced where possible. 'Pinch or passing points' identified, and signage provided.</p> <p>Signs denying access to any member of the public not attending an event in any room in the Hall.</p> <p>Arrival times of groups staggered to prevent too many people using doors at same time</p>	<p>Hand sanitiser to be checked daily.</p>
Sports Changing Rooms, showers and toilets	<p>Transmission via airborne droplets. Social distancing very difficult to maintain in the changing rooms.</p> <p>Transmission via door handles, light switches, seating surfaces,</p>	<p>Changing room toilets dedicated to sports teams during matches. Wearing of masks recommended. Floor, door handles and light switches to be cleaned before daily opening by the Hall cleaner.</p> <p>Hirer to clean all toilets, handles, surfaces, fittings etc before public arrive and afterwards.</p>	<p>Hand sanitiser to be checked daily.</p> <p>Provide foot-operated bins – hirer to empty and dispose of contents safely.</p> <p>Consider removing window curtains and any other items which are more</p>

	and shared sports equipment used by attendees.	Signage to encourage 20-second hand washing.	difficult to clean and likely to be touched by the public. New T's&C's covering COVID behaviour to be implemented
Main Hall event attendees	Transmission via airborne droplets. Transmission via door handles, light switches, projection equipment, displays, tables, chairs, and other items used by attendees.	Hirers not to use or enter any room, corridor, entrance or other facility not specifically allocated to them for the period of the hire. Wearing masks recommended. Social distancing guidance to be observed by hirers and numbers limited as indicated in Table II below. Floor to contain indicative marking for movement and social distancing. Designated entrance and exit to be clearly signed. Floor, door handles and light switches to be cleaned before daily opening by the Hall cleaner. Hirers to be encouraged to wash hands regularly. Signage to encourage 20-second hand washing Door handles, light switches, tables, chairs and all other equipment used by the hiring group to be cleaned by hirers before and after use. Hirers to remove their own rubbish	Hand sanitiser to be checked daily. Provide foot-operated bins – hirer to empty and dispose of contents safely. Consider removing any items which are more difficult to clean and likely to be touched by the public. New T's&C's covering COVID behaviour to be implemented. Allow longer gaps between bookings to allow for cleaning.
Function Room event attendees	Transmission via airborne droplets. Social distancing more difficult in smaller areas Transmission via door handles, light switches, projection equipment, displays, tables, chairs, and other items used by attendees. Carpeted floor less easy to clean.	Hirers not to use or enter any room, corridor, entrance or other facility not specifically allocated to them for the period of the hire. Social distancing guidance to be observed by hirers and numbers limited as indicated in Table II below Floor to contain indicative marking for movement and social distancing. Designated entrance and exit to be clearly signed. All present to be encouraged to wash hands regularly and wear face masks. Signage to encourage 20 second hand washing Floor, door handles and light switches to be cleaned before daily opening by the Hall cleaner. Door handles, light switches, tables, chairs and all other equipment used by the hiring group to be cleaned by hirers before and after use.	Hand sanitiser to be checked daily. Provide foot-operated bins – hirer to empty and dispose of contents safely. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. New T's&C's covering COVID behaviour to be implemented

<p>The Pavilion</p>	<p>Transmission via airborne droplets.</p> <p>Transmission via door handles, light switches, displays, tables, chairs, pre-school equipment, and other items used by attendees.</p>	<p>Hirers not to use or enter any room, corridor, entrance or other facility not specifically allocated to them for the period of the hire.</p> <p>Social distancing guidance to be observed by hirers and numbers limited as indicated in Table II below.</p> <p>Floor to contain indicative marking for movement and social distancing. Designated entrances and exits to be clearly signed.</p> <p>All present to be encouraged to wash hands regularly and wear face masks.</p> <p>Signage to encourage 20-second hand washing</p> <p>Floor, door handles and light switches to be cleaned before daily opening by the Hall cleaner.</p> <p>Door handles, cupboard doors, light switches, tables, chairs, all surfaces and other equipment used by the hiring group to be cleaned by hirers before and after use.</p>	<p>Hand sanitiser to be checked daily.</p> <p>Provide foot-operated bins – hirer to empty and dispose of contents safely.</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>New T's&C's covering COVID behaviour to be implemented</p>
<p>Toilets</p>	<p>Transmission via airborne droplets.</p> <p>Transmission via door handles, light switches, vanity surfaces, mirrors, toilet handles and seats, taps, tissues, and other sanitary equipment.</p>	<p>Hirer to limit number using a toilet to one at a time.</p> <p>Wearing masks recommended.</p> <p>Notices on toilet doors requiring 'one-in one-out' and to show vacant/occupied status.</p> <p>Cleaner to clean every weekday morning.</p> <p>Hirer to clean all handles, surfaces, fittings etc before public arrive and afterwards.</p> <p>Door stops provided to reduce need to touch door handles.</p> <p>Floor to contain indicative marking for movement and social distancing while queueing.</p> <p>Notices on toilet doors encouraging users to wash their hands.</p> <p>Signage to encourage 20-second hand washing.</p>	<p>Ensure soap is regularly replenished, and hirer knows where to access for restocking if needed.</p> <p>Provide foot-operated bins – hirer to empty and dispose of contents safely.</p> <p>Guidance to be included in new COVID T's&C's.</p>

<p>Kitchen users</p>	<p>Transmission via airborne droplets. Transmission via door handles, light switches, window handles, working surfaces, cupboard and drawer handles, sinks and taps, kitchen equipment, crockery and cutlery, and other items used by attendees.</p>	<p>Hand sanitiser, soap and paper towels to be provided Social distancing guidance to be observed by hirers limiting the number in the kitchen to two adults at any one time. Kitchen to be cleaned every weekday morning by Hall cleaner. Hirers to clean all surfaces (including appliances) likely to be used or have been used before and after the hire period. Hirers to wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels and remove after use. All users to be encouraged to wash hands regularly and wear face masks.</p>	<p>Do not allow shared hire. Close when not hired. Cleaning materials to be made clearly available, regularly cleaned, checked, and re-stocked as necessary. Provide more bins, in entrance hall, each meeting room. Empty regularly Could hirers bring their own food and drink until the regulations are relaxed?</p>
<p>Parish Office – staff and visitors</p>	<p>Transmission via door handles, light switches, window handles, working surfaces, cupboard and drawer handles, and items stored. Social distancing not possible</p>	<p>Office restricted to one member of staff in at a time. Notice on office door stopping public entry Table in front of office door to maintain social distance from public Staff to wipe down high touch areas before and after each shift Payments only being taken by BACS and cheque</p>	
<p>Stage</p>	<p>Transmission via light switches, working surfaces, audio-visual equipment, curtains and other items used by players. Social distancing difficult.</p>	<p>Hirer to limit access to stage at any one time, to encourage social distancing. Stage floor to contain indicative marking for movement and social distancing. Notice drawing attention to passing hazard on steps to the stage. Hirer to clean surfaces and equipment used before and after use – including the piano and lighting and audio-visual equipment if used. Hirers to be encouraged to wash hands regularly. Signage to encourage 20 second hand washing</p>	

		Consider removal of stage curtains or tying back out of reach.	
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Non-Public Areas			
Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Store cupboards (cleaner etc)	Transmission via door handles, light switches, window handles, working surfaces, cupboard and drawer handles. Social distancing not possible.	Cleaner to clean all surfaces as they deem necessary. No public access. Multiple occupancy unlikely.	Cleaner to be provided with plastic gloves and cleaning materials.
Storage Rooms (furniture/equipment)	Transmission via door handles, light switches, window handles, working surfaces, cupboard and drawer handles, and items stored. Social distancing not possible	Hirer to control access, limited to a single person at any one time, to encourage social distancing. Hirer to collect their own items from cupboards but must maintain social distancing both in, and around, the store/room. Hirer to clean all surfaces and equipment used before and after use.	Cleaning materials to be available in the room.
Boiler Room	Transmission via door handles, other surfaces, light and equipment switches, and other items used by attendees. Social distancing not possible	Access limited to contractors and Hall staff only. Contractors and hall staff to clean as appropriate before and after access.	Contractor to provide own gloves and cleaning materials. Cleaner to be provided with plastic gloves.

Table II: Recommended Maximum Numbers

Room	Main Hall	Pavilion	Function Room	Stage
▪ Length (m)	15.5	11	9.5	8
▪ Width (m)	9	5	5.5	4
▪ Area (m ²)	139.5	55	52.25	32
Capacity				

Note – these numbers have been reduced from a theoretical maximum to allow for movement and increase the safety factor.

▪ 2 m separation	35	14	13	8
▪ 1.5m separation	62	24	23	15
▪ 1m separation	140	55	52	30