

COVID-19 Risk assessment Chilworth Village Hall



Area or people at risk	Risk identified	Actions to mitigate risk	Date completed and notes
Cleaner	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep Cleaning premises if someone falls ill with Covid-19 on the premises.	Stay at home guidance if unwell at main noticeboard, entrance and website. Cleaner to be provided with protective overalls and plastic gloves. Cleaner advised to wash outer clothes after cleaning duties.	09/08/20 Regular updates and communication with cleaner as necessary.
Committee members, volunteers	Volunteers carrying out internal tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	Provide protective clothing. Talk with committee members and trustees regularly to see if arrangements are working.	10/08/20 Committee members and trustees will be warned immediately if someone is tested positive for Covid-19 who has been on the premises.
Exterior area/car park and paths	Social distancing is not observed as people congregate outside the hall. People drop tissues.	Mark out 2 metre waiting area outside front entrance to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear provided plastic gloves and use grabber to remove.	11/08/20 Long handled litter grabber provided.

Entrance hall/lobby	Possible 'pinch point' and busy area where social distancing is not observed in a confined area. Door handles and light switches in frequent use.	Identify 'pinch points' and busy areas. Consider marking out 2 metre spacing in entrance area. Door handles and light switches to be cleaned regularly by cleaner and hirer. Hand sanitiser to be provided by hall at entrance with signage.	11/08/20 Hand sanitiser to be checked regularly.
Main Hall	Door handles, light switches, tables, chairs Window blinds and fabric covers. Virus may remain on fabric.	Door handles, light switches, tables, chairs and other equipment to be cleaned by hirers before and after use. Appropriate cleaning products and bins to be provided. One rack of chairs and 2 tables to be stored in main hall to reduce removal from a confined area. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Piano cover, dressing up and book covers to be removed. Stage curtains at back and front of stage to be tied back with signage indicating out of use.	10/08/20 Hirer to complete and return a risk assessment to be held on file by committee.
Kitchen	Social distancing very difficult as it is an extremely narrow space.	Kitchen to be marked out of use except for accessing drinking water by one person at a time.	09/08/20
Store/cleaning cupboard	Social distancing not possible. Door handles, light switches	Public access unlikely to be required on a frequent basis. Frequency to be reduced by storing broom and dustpan in main hall.	11/08/20 Broom and dustpan rehousing. Ample toilet paper and towels kept in toilets.

		Cleaner to decide frequency of cleaning.	
Storage/Boiler room (furniture/equipment)	Social distancing more difficult, Door handles in use Equipment needing to be moved not normally in use.	Chairs and tables to be stored in main hall for easy access. Hirers to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distance.	11/08/20 Furniture rehoused.
Toilets/access room to toilets (Winnie the Pooh Room)	Social distancing difficult. Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Floors fitted with carpet tiles less easily cleaned (access room)	Hirer to control numbers accessing toilet area at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive and on departure. Hand sanitiser to be provided with signage. Soap and paper towels provided as usual. Bins in toilet and main hall to be replaced with closing lid bins that can only be opened by foot operated pedal. Access room only to be used as thoroughfare to toilets and emergency exit.	09/08/20 Ensure soap, paper towels, hand sanitiser and toilet paper are regularly replenished.
Stage	Curtains Social distancing Light and sound controls	Stage curtains to be tied back (with signage) out of reach of hirers. Hirer to control access to stage and clean as required.	10/08/20