

HAUGHLEY VILLAGE HALL – RISK ASSESSMENT DURING C-19 PANDEMIC

Operating a village hall in the C-19 environment is a new experience. We are learning as we go and this document looks forward as best we can. It should be regarded as a “live” document which will be adapted as we gain experience. As such, Haughley Village Hall Management Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for individuals and hiring groups to exercise appropriate caution and to remain alert to risk as explained in Government guidelines.

For the purposes of this risk assessment it is assumed that C-19 infection rates are steady or declining. If C-19 increases, consideration will be given to closing the hall, particularly if recommended by central or local authorities.

The potential mitigations are in three categories colour coded as follows:

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

Blue – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

General Risk Issues

IDENTIFIED RISK	PEOPLE AFFECTED	PROBABILITY	MITIGATION	REMAINING RISK
Incidence of C-19 increases	All	Moderate	A Close hall if instructed by government	Low
Surfaces contaminated by virus including work surfaces, door and fridge handles, toilets and light switches.	All	Moderate	A Clean surfaces in areas used by hirers before and after each session. B Frequent cleaning by VH Cleaner	Low
Contaminated rubbish in bins	All	Moderate	A Users place rubbish in black bags and remove them from building	Low
Hand driers spreading aerosol droplets	All	Moderate	A Disable hand driers by removing fuses. B Provide paper towels	Low

Personnel falling ill on the premises	All	Low	<p>A Isolate individual in Old Reading Room until transport can be arranged for their removal.</p> <p>B Place ORR out of bounds for 72 hours from event.</p> <p>C Deep clean ORR before it may be used again.</p>	Low
Raised risk to vulnerable people	People >70 and Identified groups	Medium	<p>A Advise those in such groups to consider whether attendance at hall is sensible.</p>	Low
Risk to hall staff	Identified people	Medium	<p>A Hall users to carry out designated cleaning procedures on completion of session.</p> <p>B Users to take away all cloths and tissues.</p> <p>C Cleaner and hall staff to wear rubber gloves when in hall.</p>	Low
Risk to cleaner	Cleaner	Medium/High	<p>A Cleaner wears appropriate PPE</p> <p>B Cleaner takes particular care to sanitise door handles, switches and surfaces as first action</p> <p>C Cleaner is alert to areas of high risk including toilets</p>	Low/Medium
Risk of users not carrying out designated cleaning requirements	Other users, cleaner and staff.	High	<p>A Users clean surfaces and contact points before session starts and after it ends</p> <p>B Hall staff wear rubber gloves while in hall.</p>	Low
Risk of cross-infection between groups	All users	Medium	<p>A Adopt a policy of scheduling 30 minutes “cleaning-time” between groups using same hall facility</p> <p>B Strongly encouraging groups to carry out careful contact surface cleaning before and after their sessions</p>	Low
Confusion amongst hirers regarding rules on Social Distancing. Groups unlawfully intermingling. Risk of virus spreading to all attending an event.	All users	High	<p>A Ensure hirers understand the current limits of group sizes and convey to those attending the need to avoid mingling between groups.</p> <p>B Adjust seating arrangements to promote distancing between groups.</p>	Low/Medium

Risk specific to designated areas/rooms

AREA/ROOM	RISK IDENTIFIED	PROBABILITY	MITIGATION	REMAINING RISK
Pavement	A Clustering of users at entrance and exit B Passing pedestrians forced into road	Medium/High	A Use of one-way system for entrance and exit. B Hall hirers to manage entrance and exit to prevent clustering C Users should not congregate or loiter near entrance or exit D Instruct hall users not to park in The Folly adjacent to the village hall	Medium/low
Entrance hallway	A Clustering of users in hallway when entering building. B Congestion when passing to or from kitchen	High	A Staff to instruct people only to enter hallway when their exit is clear. B Place "Do not Loiter" sign in hallway C Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Medium
Kitchen/Pantry	A Inability to maintain social distancing B Area likely to be contaminated C Door handles and light switches may be contaminated	Medium/High	A Users to clean contact surfaces before and after use with cleaning and sanitiser materials provided B Limit kitchen to max of two people at any one time. C Door handles and light switches to be cleaned regularly. D Hand sanitiser, soap and tissues to be provided by hall E Hirers encouraged to bring their own food and drink F Hirers to bring own tea towels G Fridges not to be used	Low
Old Reading Room	A Surfaces contaminated by infected person(s)	Low	A Do not use room except for emergencies B Decontaminate room if used for isolation of sick person C Door handles and light switches to be cleaned if used	Low

Main Hall	<p>A Door handles, light switches, window catches, tables may be contaminated</p> <p>B Blind pulls and chairs (which cannot be easily cleaned) may be contaminated.</p> <p>C Floor contaminated with perspiration in exercise/dancing/yoga classes.</p> <p>D Social distancing not observed during meetings</p>	Medium	<p>A Carefully clean all contact surfaces</p> <p>B Minimise use of soft furnishings and use preformed stacking plastic chairs if possible</p> <p>C Cleaner to swab floor regularly whenever she attends to clean</p> <p>D Limit hall to 37 seated in rows or 25 seated at tables</p>	Low
All Toilets	<p>A Social distancing difficult.</p> <p>B Door handles, light switches, basins, toilet handles, seats contaminated</p> <p>C Baby changing and vanity surfaces, mirrors contaminated</p>	High	<p>A Limit use to one occupant in each toilet room at a time. Place notices to that effect on doors.</p> <p>B Users to clean contact surfaces before and after each session</p> <p>C Particularly careful cleaning of baby changing facilities</p>	Medium
The Malting	<p>A Users compromising social distancing advice when extracting or returning equipment</p>	Medium	<p>A Ensure users are aware of current government advice on social distancing</p>	Low
Green Room	<p>A Restricted size of room compromises social distancing</p>	Low	<p>A Limit occupancy to 12 standing/seated and 6 lying (for yoga)</p> <p>B Transfer yoga classes to main hall if greater than 6 persons</p>	Low
Garden	<p>A Unintentional compromise of social distancing</p>	Medium	<p>A Remind users of risk and manage users accordingly.</p>	Low