

Beckley Village Hall

BVH DN9 - C

Addendum to cover Covid General Risk

Section 1 - COVID-19 Risk Assessment for Hirers of the Hall

This should be read by Hirers as a supplement to the Hall's general risk assessments and Hirer's own activity risk assessment.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Track and Trace Contacts	Infected attendees pass on infection.		
Cleanliness of hall and equipment, especially after other hires	Previous hirers or hall cleaner have not cleaned hall or equipment used to standard required.	Prior to the start of any activity, all hirers must clean all surfaces that they might touch eg but not limited to, tables, sinks, door and toilet handles and switches.	

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Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Hirers to encourage group to avoid touching mouth, eyes, and nose. Tissues are provided and they should be disposed of into a bin or disposable rubbish bag, then wash or sanitise hands. Empty all bins at end of hire.	
Hand cleanliness	Transmission to other members of group and Hall	Hirers to use sanitiser on entering and exiting the Hall, to wash hands regularly using soap and paper towels or, in the toilet, the blow hand dryers.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and Hall	Follow Hall instructions displayed on inside door of Store Room. Move person to changing room, obtain contacts, inform Booking Secretary.	

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
General public	Transmission by an infected user of the Hall	The prior track and trace service has been discontinued but in the event of a known infection you should inform the NHS.	
Facility Manager, cleaners, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood individuals could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning Hall if someone falls ill with CV-19 on the Hall. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Facility Manager, cleaners, contractors and volunteers to use protective overalls and plastic or rubber gloves. Facility Manager, cleaners and volunteers advised to wash outer clothes after visiting the Hall. Facility Manager, cleaners and any involved volunteers to seek PHE advice in the event that deep cleaning is required and to not seek to carry out such deep cleaning until such advice is given – from the Trust Chair.	Cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Facility Manager, cleaners, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood individuals could be exposed	Individuals who are either extremely vulnerable or over 70. Individuals carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the Hall or falls ill. Mental stress from handling the new situation.	Staff in the vulnerable category are advised not to use the Hall .	Individuals who have used the Hall will need to be warned immediately if someone is tested positive for COVID-19 who has been on the Hall. Details of a person's medical condition must be kept confidential, unless the individual agrees it can be shared. It is important people know they can raise concerns.

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering Hall. Parking area is too congested to allow social distancing. People drop tissues.	Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	2 metre spacing is marked out in entrance area. One -way system is signed. Hand sanitiser to be provided by hall These provisions to not apply during the Government's Step 4	Hand sanitiser needs to be checked daily by Facility Manager. More bins provided throughout.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Main Hall contd	Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	before and after use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to wash hands regularly.	
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crocery/cutlery Kettle/hot water boiler	Maintain social distancing. Hirers to clean all areas likely to be used, wash, dry and stow crockery and cutlery after use.	

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Toilets	Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilet which, by closing all toilets other than the disabled toilet, means that only one person at a time can use it. Hirer to clean all surfaces etc before public arrive and at end of hire. Posters are displayed to encourage 20 second hand washing.	Facility Manager to ensure soap, paper towels, tissues and toilet paper are regularly replenished. Spare stocks kept readily visible in foyer.
Boiler Room	Door handle, light switch Social distancing not possible	Public access not required. Cleaners to clean weekly.	
Stage		Subject to Hirer's own risk assessment. Unlikely to be used.	
Events	Handling cash and tickets Too many people arrive	Subject to Hirer's own risk assessment	See National Rural Touring Forum guidance, Section 2.6

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Notes

- 1 BVH DN9 – A (on website) – separate pdf Health and Safety Executive Guidance Note on the Safe Use of Step Ladders
- 2 BVH DN9 – B (on website) - separate scanned CDM Hazard Assessment (for commercial contractors only as general maintenance and repairs is to be carried out professionally)