

Newton in Cartmel Village Hall Covid 19 Risk Assessment v4 06/12/20

Area or People at Risk	Risk Identified	Actions taken to reduce risk	Notes
Volunteers and Contractors – Risks that might cause transmission of virus and the risks of exposure to volunteers and contractors.	Surfaces contaminated by people carrying virus. Disposal of contaminated rubbish. Risk associated with deep cleaning premises. Risks to occasional maintenance contractors	People must provide their own face coverings. Guidance posters at entrance, main hall, kitchen and toilet. Supply of aprons/overalls for cleaning and plastic gloves. Contractors to provide own ppe. Advice to wash outer clothes after cleaning duties and maintenance. Volunteers given PHE guidance and PPE for deep cleaning	HSE advice on cleaning e.g. not to spray onto electrical switches etc. Not to use bleach based cleaners on certain surfaces.  Aprons and gloves available  Steam cleaner available
Volunteers and Contractors – Who are at risk and likely to have exposure to virus	Volunteers who are vulnerable or over 70 carrying out cleaning, caretaking or maintenance tasks.	Volunteers who are vulnerable advised not to do cleaning or maintenance duties for time being.	Volunteers must be warned immediately if someone has tested positive for COVID-19 who has been on premises. Medical conditions must be kept confidential. (unless agreed otherwise)
Car park, paths and exterior areas	Social distancing not observed as people gather/arrive. Parking of vehicles reduces opportunities for social distancing. Litter (tissues)	Mark out 2 metre lines to indicate waiting area outside of main entrance. Designate limited parking away from waiting area.	There is less risk outside. Plastic gloves/ bin for litter?
Main entrance lobby, toilet lobby and secondary entrance, fire exit in main hall	Pinch points in the lobby areas, difficult to socially distance. Door handles and light switches in frequent use.	Face coverings must be worn. Create one way system, entrance and exit points. Signage.	Check hand sanitiser. Provide bins in both lobbys, and main hall.

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	Face coverings should be worn.	Door handles and light switches to be cleaned regularly. Hand sanitiser provided in entrance lobby, main hall and exit lobby.	
Main Hall	Door handles, light switches, remote controls, window handles, window ledges, curtains, tables, upholstered chairs. Screen. Ceiling fans circulating air in confined space. Social distancing to be observed. Wear face coverings.	Face coverings must be worn. (unless exempted activity). Door handles, light switches etc, tables to be wiped down by hirers using materials provided if cleaning has not been done by volunteers. Upholstered chairs to be sprayed with disinfectant or (replaced temporarily with plastic chairs) or left for 72 hours. Bin for tissues. Tables placed so that attendees sit 2m when opposite each other. Seats arranged so those sitting side by side are at least 1.2m apart unless from same household. Windows to be opened when activities taking place.	Use of gloves to touch upholstered chairs recommended. Cleaning materials stored in plastic crate readily accessible for cleaning.
Kitchen	Door handles, light switches and window handles. Working surfaces, sinks, cupboards and drawers. Fridge, Crockery/cutlery, Kettle/hot water boiler, microwave, cooker. Social distancing more difficult.	Face coverings must be worn. Keep kitchen closed if not required. Limit kitchen area to maximum of two people by using trolley to act as hatch. Hirers to wipe down all surfaces before use, wash	Cleaning materials stored in plastic crate readily accessible for cleaning.

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		<p>cutlery and crockery before us or hirers use own disposable utensils cups and plates.                      Hand washing sink to be labeled to encourage 20 second hand washing. Soap dispenser and paper towel dispenser installed.                      Paper surface towel installed.                      Bin for tissues etc.                      Windows opened for ventilation.</p>	
Kitchen Store	Door handle, light switch, cleaning equipment, tables store, Confined space	<p>Face coverings must be worn.                      Limit access to maximum of 1 person at a time.</p>	<p>Cleaning materials stored in plastic crates for ease of use.                      Checked and restocked when necessary.</p>
Store cupboards	Door handles, surfaces	<p>Face coverings must be worn.                      Only certain volunteers have access. Closed for most use</p>	
Toilet	Surfaces in frequent use – door handles, light switch, basin, toilet handle, seat etc	<p>Face coverings must be worn.                      Hirer to check when toilets last cleaned and clean surfaces before activity if necessary.                      Bigger bin for waste provided with lid. Poster to encourage 20s hand washing</p>	<p>Cleaning materials stored in plastic crate readily accessible for cleaning. Ensure soap, paper towels and toilet paper are regularly replenished.</p>
Boiler Room	Door handle, light switch	<p>No public access. Committee volunteer to decide frequency of cleaning.</p>	
Outside Store	Door handle, padlock, light switch	<p>No public access. Committee volunteer to decide frequency</p>	

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		cleaning.	
Events	Handling cash and tickets. Too many people arrive.	Mitigation measures in place for handling cash.	Investigate cashless system for village hall.