

Newton in Cartmel Village Hall Covid 19 Risk Assessment v5 08/04/21

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.	Have a discussion with volunteers over 70 whether ppe and cleaning before work is sufficient to mitigate their risk or leave it 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)	Advise people to keep 2 metres apart outside (ground surface unsuitable for markings). Designate limited parking away from waiting area.	There is less risk outside. Plastic gloves/ bin for litter?
Social distancing requirements and limit on group sizes of 6 or 2 households.	Confusion among hirers.  Risk is people attending in groups mingle with	Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between	Event organisers are not expected to ask about people's domestic arrangements. But no

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<p>Risk to hirers/event organisers and to those attending the hall</p>	<p>others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of &lt;6.</p>	<p>groups. Adjust hire conditions to cover this. <b>Current max number in hall is 15</b> Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed e.g. to seating arrangements.</p>	<p>group members should mingle, i.e. mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
<p>Main entrance lobby, toilet lobby and secondary entrance, fire exit in main hall</p>	<p>Pinch points in the lobby areas, difficult to socially distance. Door handles and light switches in frequent use. Face coverings should be worn.</p>	<p>Face coverings must be worn. <b>One person at a time in lobbies.</b> Create one way system, entrance and exit points. Signage. Door handles and light switches to be cleaned regularly. Hand sanitiser provided in entrance lobby, main hall and exit lobby.</p>	<p>Check hand sanitiser. Provide bins in both lobbies, and main hall.</p>
<p>Main Hall</p>	<p>Door handles, light switches, remote controls, window handles, window ledges, curtains, tables, upholstered chairs. Screen.</p>	<p>Face coverings must be worn. (unless exempted activity). Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Use of gloves to touch upholstered chairs recommended. Cleaning materials stored in plastic crate readily accessible for cleaning.</p>

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	<p>Social distancing to be observed. Wear face coverings.</p>	<p>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. Curtains to be tied up.</p>	
<p>Kitchen</p>	<p>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.</p>	<p>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 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</p>	<p>Cleaning materials stored in plastic crate readily accessible for cleaning.</p>

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		<p>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>	Cleaning materials stored in plastic crates for ease of use. Checked and restocked when necessary.
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>	Cleaning materials stored in plastic crate readily accessible for cleaning. Ensure soap, paper towels and toilet paper are regularly replenished.
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                      cleaning.</p>	
Events	Handling cash and tickets. Too many people arrive.	Mitigation measures in place for handling cash.	Investigate cashless system for village hall.