

EAST HORSLEY VILLAGE HALL COVID – 19 RISK ASSESSMENT

This risk assessment has been compiled following a meeting between Nigel Alexander (Trustee) and Laura Tuohey (Hall Manager) and Will Cogdell (Hall Caretaker) and subsequent walk around inspections of the premises.

The risk assessment format is that suggested by Action with Communities in Rural England (ACRE) as provided within their guidance notes as appendix F. In preparing this risk assessment the guidance notes produced and subsequently amended from time to time by ACRE following Government advice and change of policy have been used and where possible and appropriate followed.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff	Contact with visitors (Trustees, Hall hirers, persons attending events, external contractors, delivery personnel) to the premises who may be infected with the virus	<p>Stay at home guidance if unwell to be given in general guidance notes provided to the hirer to disseminate to those attending their event. Prominent notice to be displayed at the main entrance to the premises "not to enter if unwell".</p> <p>Where possible staff will at all times be socially distanced from visitors. The Hall Manager will continue to work from home where possible. All meetings with the Hall Manager will be by appointment only and held in an available room (not the Hall Managers office). No persons will be allowed to enter the Hall Managers office other than the Hall Caretaker except for key holder Trustees in the event of an emergency. The Hall Caretaker will wherever possible schedule his work so as not to undertake cleaning or</p>	<p><i>Booking confirmation to include guidance and what action to take.</i></p> <p><i>Users or potential hirers of the hall to be made aware of the Hall Managers working arrangements and how enquiries may be made.</i></p>

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	<p>Coming into contact with surfaces infected with the virus and cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues, paper towels used for cleaning.</p> <p>Deep cleaning the premises if the Hall is notified that someone who has visited the premises has tested positive for Covid-19 or is showing symptoms of Covid-19.</p> <p>Mental stress from handling the new situation.</p>	<p>maintenance tasks when there are visitors in that part of the premises.</p> <p>External Contractors will be required to fully comply with the Halls Covid-19 policies and provide their own PPE.</p> <p>Staff will be provided with suitable PPE to undertake their duties. The Caretaker will be provided with additional workwear allowing for more frequent changes of clothing and washing.</p> <p>Staff to be given PHE guidance and any additional PPE for use in the event deep cleaning is required.</p> <p>Talk with staff regularly to see if arrangements are working. Staff to be encouraged to raise issues of concern.</p>	<p><i>Staff will need to be warned immediately if someone is tested positive for Covid-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee or visitor agrees it can be shared.</i></p>
<p>Visitors (Trustees, Hall hirers, persons attending events,</p>	<p>Contact with Staff and other visitors (Trustees, Hall hirers, persons attending events, external contractors, delivery personnel) to</p>	<p>Stay at home guidance if unwell to be given in general guidance notes provided to the hirer to disseminate to those attending their event. Prominent</p>	

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<p>Entrance lobby/corridors</p>	<p>Visitors entering the premises not adhering to the Covid -19 safeguards in place.</p> <p>Possible “pinch points” and busy areas where social distancing may not be possible.</p> <p>Contaminating surfaces through people carrying the virus.</p>	<p>Notice board to be erected outside the main entrance doors reminding visitors of the need to adhere to the Covid19 safeguards in place i.e. social distancing, hand hygiene etc.</p> <p>Notice boards removed from the entrance lobby and corridors to prevent clustering.</p> <p>One way system introduced supported by clear signage. The main entrance lobby to be segregated for in and out when a one way system is not possible. Outside the Hall Managers office the floor will be marked up to enforce social distancing when talking to the Hall Manager.</p> <p>Wall Mounted hand sanitiser units installed in the entrance lobby and corridors with suitable guidance notices.</p> <p>Door handles, light switches (lobby lights only as corridor lights are PIR operated) and automatic door control to be cleaned regularly.</p>	<p><i>Hand sanitiser needs to be checked daily.</i></p>
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		<p>Manager will agree the social distancing guidance to be observed by hirers in arranging their activities or decline the booking request. This may be limiting the number of persons allowed to attend.</p> <p>It will be necessary for occupants of the Main Hall to exit the premises through the main entrance lobby. The Hall Manager will wherever possible ensure that the finishing time of a Main Hall event does not coincide with the entry time of an event in one of the smaller rooms.</p>	<p><i>The external fire escape route for non-emergency use presents a possible trip hazard and is not user friendly for those with restricted mobility. LT to consider timing of bookings when there are multiple users booked in on any one day.</i></p>
<p>Agnes Conisbee, Lovelace, Millennium and Club Rooms</p>	<p>Contaminating surfaces through people carrying the virus.</p>	<p>Hand sanitiser to be provided within the rooms. Hirers to be encouraged to wash hands regularly by use of appropriate notices.</p> <p>Door handles, light switches will be cleaned regularly by the Hall Caretaker /cleaner.</p> <p>Tables, chairs and other equipment used are to be cleaned by the hirers before and after use. Notices and guidance notes will advise users of their obligations. A “cleaning station” stocked with the appropriate cleaning materials will be available in the</p>	

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	<p>Spread of the virus by not social distancing</p>	<p>rooms. Suitable bins for the disposal of paper towels used for cleaning and tissues.</p> <p>At the time of the booking enquiry the hirer will provide the details of the event the room is being hired for including numbers attending. The Hall Manager will agree the social distancing guidance to be observed by hirers in arranging their activities or decline the booking request.</p> <p>Where possible the Hall Manager may hire a larger room to allow social distancing at the same rate as the room wanted, provided that doing so is necessary to secure the booking and it is at the Halls choice to do so.</p> <p>Where possible occupants of each room will exit the premises by use of a fire exit door to the external path.</p>	
<p>All Kitchen Areas</p>	<p>Contaminating surfaces through people carrying the virus.</p>	<p>Hand sanitiser, soap and paper towels are to be provided.</p> <p>The Hall Caretaker/cleaner will clean kitchens daily and if necessary between bookings if it is considered necessary.</p>	

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	<p>Spread of the virus by not social distancing</p>	<p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery before and after use. Cleaning materials are to be made available in a clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Hirers to control numbers using kitchen areas to a maximum of two persons only.</p>	<p><i>Consider closing kitchen if not required or restricting access.</i></p>
<p>Toilets</p>	<p>Contaminating surfaces through people carrying the virus.</p>	<p>Liquid soap and hand towels to be provided.</p> <p>Toilets to be thoroughly cleaned each day before the arrival of any visitors and during the day if necessary.</p> <p>Regular cleaning of the touch points i.e. door handles, taps, toilet flush handles to be undertaken by the caretaker/cleaner.</p> <p>Suitable cleaning product to be provided in the baby changing areas</p>	<p><i>Signs to encourage correct hand washing method to be displayed.</i></p>

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	<p>Spread of the virus by aerosol spray</p> <p>Spread of the virus by not social distancing.</p>	<p>Electric hand dryers to be isolated so that they cannot be used.</p> <p>Maximum occupancy to be limited to two persons only.</p> <p>Reduction of the toilets, urinals and basins available for use. By closing them off.</p>	
Hall Managers Office	<p>Contaminating surfaces through people carrying the virus.</p> <p>Spread of the virus by not social distancing.</p>	<p>Hand sanitiser to be provided.</p> <p>Touch points to be regularly cleaned by the Hall Caretaker/cleaner or Hall Manager.</p> <p>Access to the Hall Managers office to be restricted.</p> <p>Hall Manager and Hall Caretaker to be permitted access only (Key holder Trustees in the case of an emergency) Physical barrier to be in place across the door way when the Hall Manager is in the office.</p> <p>Area immediately outside of the office door to be marked to enforce social distancing.</p>	
Hall Caretakers Store	<p>Contaminating surfaces through people carrying the virus.</p>	<p>Public access not permitted. Cleaner to decide frequency of cleaning.</p>	

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	Spread of the virus by not social distancing.	Public access not permitted.	
Hirers Storage Room	Contaminating surfaces through people carrying the virus. Spread of the virus by not social distancing.	Entrance external door handle to be cleaned by the Hall caretaker/cleaner each morning. Internal door handles and touch points to be cleaned by key holder hirer. Cleaner and paper towels to be made available. Hirer to control accessing and stowing equipment to encourage social distancing.	
Rear Of Stage Storage Area	Contaminating surfaces through people carrying the virus. Spread of the virus by not social distancing.	Hall Caretaker/cleaner to ensure all touch points are cleaned before hirers arrive. Wall mounted hand sanitiser dispenser to be available on entry to the space. Hirers to clean all equipment (the halls or their own) prior to and after use. "Cleaning Station" to be set up in the area. Maximum of two persons only to be in the space at any one time.	
Plant Room	Contaminating surfaces through people carrying the virus.	Public access is prohibited. Hall Caretaker to ensure any touch points are cleaned before and after access	

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	Spread of the virus by not social distancing.	by a contractor accessing in the Plant room. Only one person to be in the Plant Room at any one time.	
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