

## Belton Village Hall: Infectious Disease including COVID-19 Risk Assessment: July 2022.

<b>People or Area at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<p><b>Cleaners, contractors and users.</b></p> <p><b>Identify</b> what work, activity or situations might cause transmission of the virus.</p> <p>How <b>likely</b> could individuals be exposed.</p>	<p><b>Cleaning</b> surfaces infected by people carrying the virus.</p> <p><b>Disposing</b> of rubbish containing tissues and cleaning cloths.</p> <p><b>Deep cleaning</b> of the hall once a week.</p> <p><b>Deep Cleaning</b> of hall if someone falls ill with Covid-19 on the premises.</p> <p><b>Occasional Maintenance workers.</b></p>	<p><b>Stay at home guidance if unwell contained.</b></p> <p><b>Cleaners to be provided with appropriate PPE.</b></p> <p><b>Contractors provide their own.</b></p> <p><b>Hirers of the hall may provide their own PPE and cleaning products and should wash outer clothes after cleaning surfaces etc.</b></p>	<p>When cleaning, <b>cloths</b> should be used on light switches and electrical appliances rather than spray disinfectants.</p> <p>Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p><b>Cleaners, contractors and users.</b></p> <p><b>Identify</b> those who <b>could</b> be at risk and likelihood of exposure to an infectious disease infection.</p>	<p><b>Visitors</b> to the hall who are identified as at greater risk of catching an infectious disease. E.G., those with pre-existing medical conditions or over the age of 70.</p> <p><b>Cleaners, contractors and users</b> cleaning, caretaking or carrying out some internal maintenance tasks could be</p>	<p><b>Cleaners if they exhibit symptoms or are tested positive for an infectious disease are not to attend work until no longer contagious.</b></p> <p><b>Discuss the risks</b> when it is known that some of the users are identified as being at greater risk of infection.</p>	<p><b>Cleaners and the village hall committee and those using the hall</b> will need to be warned immediately if someone is tested as positive for an infectious disease who has been on the premises.</p> <p>The village hall may <b>contact, NHS Track and Trace</b> if a person using the hall is discovered to</p>

	<p>exposed if a person carrying the virus has entered the premises or falls ill.</p> <p><b>Mental stress</b> from handling the new situation.</p>	<p><b>Identify</b> whether provision of protective clothing and cleaning surfaces before the activity is sufficient to mitigate their risks, including the possibility of not entering the hall.</p> <p><b>Review arrangements</b> regularly to ensure they are working.</p>	<p>have contracted an infectious disease.</p> <p><b>Details of a person's medical</b> condition must be kept confidential, unless they agree that it can be shared.</p> <p>It is important <b>people</b> know they <b>can raise</b> concerns.</p>
<b>Car Park</b>	<p><b>Social distancing is not observed</b> as people congregate before entering premises.</p> <p><b>Parking area is too congested</b> to allow social distancing.</p> <p>People drop <b>litter</b> including tissues and PPE.</p>	<p><b>The users of the hall</b> to check area outside doors for rubbish which might be contaminated, E.G., tissues.</p> <p><b>Wear plastic gloves and remove.</b></p> <p>As part of the weekly deep clean the <b>cleaners</b> to check area outside doors for rubbish which might be contaminated, E.G., tissues.</p> <p><b>Wear plastic gloves and remove.</b></p>	<p><b>Transitory lapses in social distancing</b> in outside areas are less risky.</p> <p>The main risk is likely to be <b>where people congregate</b> or for vulnerable people.</p> <p>Normal <b>litter collection</b> arrangements can remain in place.</p> <p>Provide plastic gloves for the <b>cleaners.</b></p>
<b>Entrance hall</b>	<p><b>Possible "pinch point"</b> as there is a greater risk that social distancing will not be observed in this confined area.</p> <p><b>Door handles and light switches</b> in frequent use.</p>	<p><b>Hand sanitisers, paper towels and bin</b> to be placed at the entrance.</p> <p>As required for larger groups create <b>one-way system</b> and appropriate signage.</p>	<p>Hand sanitiser needs to be <b>checked regularly.</b></p> <p><b>Provide bins</b>, in entrance hall, each meeting room.</p> <p><b>Empty regularly.</b></p>

		<p><b>Touch points</b> including door handles and light switches to be <b>cleaned regularly.</b></p> <p><b>Cleaners</b> to clean after each booking or the hirer by prior arrangement.</p>	
<b>Main Hall</b>	<p><b>Door handles</b>, light switches, window catches, tables, chair backs and seats.</p> <p><b>Projection equipment. Screen.</b></p> <p><b>Window blinds.</b></p> <p><b>Commemorative photos, displays.</b></p> <p><b>Social distancing</b> to be observed.</p>	<p><b>Maintain social distancing as far as possible</b> for events attended by people who are not in regular contact with each other.</p> <p><b>Hand sanitisers</b>, paper towels and bin to be placed at the entrance.</p> <p>As required for larger groups create <b>one-way system</b> and appropriate signage.</p> <p><b>Touch points</b> including door handles and light switches to be cleaned regularly.</p> <p><b>Cleaners</b> to clean after each booking or the hirer by prior arrangement.</p>	<p><b>Provide hand sanitiser</b>, paper towels and bin.</p>

<p><b>Committee Room</b></p>	<p><b>Door handles</b>, light switches, window catches, tables, chair backs and seats.</p> <p><b>Soft furnishings</b> which cannot be readily cleaned between use.</p> <p><b>The Bar area</b> if used will require cleansing.</p>	<p><b>Maintain social distancing as far as possible</b> for events attended by people who are not in regular contact with each other.</p> <p><b>Touch points</b> including door handles, light switches, window catches, used during the booking should be <b>cleaned by hirers before, during and after use.</b></p> <p><b>Cleaners</b> to clean after each booking or the hirer by prior arrangement.</p> <p>The area may be used for changing for keep fit type classes the <b>hirer must ensure it is cleaned after use.</b></p>	<p>Consider <b>closing</b>, when not needed.</p> <p><b>Single use</b> when main hall is not in use.</p> <p><b>Possible overflow</b> for activities when more attend than expected.</p> <p>May provide a <b>“kettle point”</b> to avoid two groups using the same kitchen.</p>
<p><b>Kitchen</b></p>	<p><b>Social distancing</b> more difficult</p> <p><b>Door and window handles</b>, light switches.</p> <p>Preparation <b>surfaces</b>, sinks.</p> <p><b>Cupboard</b>/drawer handles.</p> <p><b>Fridge</b>/freezer Crockery/cutlery Kettles/hot water urn/ <b>Cooker</b>/Microwave</p>	<p><b>Hirers</b> are asked to control numbers using kitchen; to ensure social distancing guidance as required, especially for those over 70 and other vulnerable people.</p> <p><b>Touch points</b> including door handles, light switches, window catches, used during the booking should be <b>cleaned by hirers before, during and after use.</b></p>	<p><b>Cleaning materials</b> to be made available in clearly identified location, E.G., a box on one of the kitchen surfaces, regularly checked and restocked, as necessary.</p> <p><b>Do not use the kitchen</b> if not required or restrict access.</p>

		<p>Hirers to clean all areas likely to be used <b>before, during and after use.</b></p> <p><b>Wash, dry and stow</b> crockery and cutlery after use.</p> <p>Hirers <b>to bring own tea towels.</b></p> <p>Hand sanitiser, soap and paper towels to be <b>provided by the village hall.</b></p> <p><b>Organisers</b> to bring their own Food and Drink for the time being.</p> <p><b>Cleaners</b> to clean after each booking or the hirer by prior arrangement.</p>	
<b>Storage Room (furniture/equipment)</b>	<p>If used ensuring <b>social distancing is more difficult</b> to maintain.</p> <p><b>Door handles</b> etc in use.</p> <p><b>Equipment</b> needing to be moved <b>not normally in use.</b></p>	<p><b>Decide whether the cleaners cleans or hirer</b> to clean equipment required <b>before and after use.</b></p> <p>Hirer to control access to and stowing of equipment; to ensure <b>social distancing is maintained.</b></p>	
<b>Toilets</b>	<b>Social distancing is more difficult.</b>	<b>Hirers</b> are asked to control numbers using the toilets to	Ensure soap, paper towels, tissues and toilet <b>paper are</b>

	<p><b>Surfaces in frequent use;</b> door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>ensure social distancing guidance as required, especially for those over 70 and other vulnerable people. Hirers should consider allowing <b>no more than two people in the male or female</b> toilets at any one time. Vulnerable users not, withstanding.</p> <p><b>Cleaners</b> to clean or hirer by prior arrangement. <b>before and after use.</b></p> <p><b>Consider engaged and vacant signage and posters</b> to encourage 20 second-hand washing.</p>	<p><b>regularly replenished</b>, and hirer knows where to access for restocking if needed.</p>
<p><b>Stage</b></p>	<p><b>Stage Curtain</b></p> <p><b>Social distancing</b></p> <p><b>Lighting and sound controls</b></p>	<p>Unless in use the <b>curtain to remain closed</b> during a booking.</p> <p><b>Hirers to ensure</b> users do not touch the curtains unless the stage is in use.</p> <p><b>If in use the hirer should control access</b> and clean as required.</p>	
<p><b>Events</b></p>	<p><b>Handling cash and tickets.</b></p> <p><b>Too many people arrive.</b></p>	<p>The village hall to <b>investigate</b> how to arrange <b>online and or cashless payment systems.</b></p>	<p>There are <b>no plans</b> for the Village Hall to organise any <b>events</b> until the Autumn of 2022 at the earliest.</p>

	<p>A visitor to an event organised by the Village Hall is <b>tested positive for an infectious disease.</b></p>	<p>For performances <b>seats and tables to be limited</b>, booked in advance.</p> <p><b>To maintain social distancing as far as possible</b> for events attended by people who are not in regular contact with each other.</p> <p>The hall will keep a <b>temporary record of those attending the event for 21 days</b>, to assist the <b>NHS Test, Track and Trace</b> system if required.</p> <p>The <b>hall will share this data if requested to do so</b> to help fight the infectious disease.</p>	<p>See National Rural Touring Forum guidance, Section 2.6.</p>
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