

**Covid-19 Risk Assessment for
Hildenborough Village Hall**

Version 4 - 21 Sept 21

Area or People at Risk	Risk identified	Actions to mitigate risk	Notes	Residual Risk level
Caretaker, users and volunteers - activities	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning necessary if Covid-19 causes illness in hall.	Stay-at-home notice at entrance. Caretaker and volunteers provided with protective overalls and gloves. Give advice to wash outer clothes after cleaning duties. Guidance and PPE given if deep cleaning is necessary.	Attention to be paid to items frequently touched - door handles, light switches, etc. using cloths rather than liquid sprays.	low
Caretaker, users and volunteers - who and why	Persons over 70 or in vulnerable category. Persons working in hall could be infected if an infected person has been in hall. Mental stress from this particular situation.	Vulnerable persons advised not to enter hall. Speak regularly to caretaker and volunteers to ascertain they are comfortable with new arrangements and protective wear.	Immediate notice to be given to everyone if a Covid-19 person is found to have been in hall.	low
Exterior areas	Lack of social distancing by persons waiting. Door handles in frequent use. Entry to and exit from hall may overlap.	Put up notice reminding people of the 2m rule. Set up one way system, in main door and out back door. Keep areas around doors clear of possible contaminated rubbish (use PPE).	Prevent waiting indoors, provide PPE for litter clearers.	low
Entrance hall/lobby/corridors	Social distancing may not always be possible in these areas. Door handles and light switches in frequent use.	Deter waiting indoors. Set up one way flow from front to back. Clean handles and switches often. Hand sanitiser provided for use by all. If front door is used for exiting, social distancing must be undertaken and controlled by organiser.	Check hand sanitiser level daily. Provide waste bins for used tissues, etc. Utilise the safest method of people movement in and out of the building.	low

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All persons must wear a face covering at all times unless exempt under Government regulations**

Jim England Room	Door handles, light switches, window handles, tables and chairs. Social distancing to be observed.	All these items cleaned daily by caretaker and during day by users as needed. Users to obey guidance on distancing and to wash hands frequently. Limit numbers in hall to 25. Maximise ventilation when possible.	Hand sanitiser available for use by all.	low
Other meeting rooms	Difficult social distancing, door and window handles, light switches, tables, chairs.	Users made aware of their responsibility in the rooms. Daily cleaning takes place. Maximise ventilation when possible.	All requests for rooms other than JE room to be examined carefully for activity proposed.	low
Kitchen	Multi-person contact with all items and surfaces in kitchen	Users to bring their own drinks. One group at a time in the kitchen. Minimum personnel in kitchen recommended to users.	Requests for use to be carefully examined and mitigations agreed between HVH and user.	low
Cleaner's cupboards	Door handles and light switches	Prevent access by public. Clean areas of note as required.		low
Storage cupboards (users)	Door handles, edges.	Users to maintain their own cupboards in safe state, cleaning access points as needed.	Advise users of their responsibility.	low
Toilets	Social distancing problematic, surfaces frequently touched	Limit numbers inside at any one time - notice to remind users of need to keep apart. Toilets cleaned daily before use. Remind users to wash hands with soap and water.	Caretaker to check soap, toilet paper stocks daily.	low
Boiler room	Surfaces and handles touched	Limit access to caretaker and hall committee.		low
Stage	Curtains, surfaces	Place stage out of bounds to users who do not need to use it.		low
Activities	Handling cash	Pre-payment mandatory for users by cashless method		low
Attendees	Unknown persons using hall	The activity organiser shall be responsible for personnel in the rented room, social distancing where possible, cleaning of equipment before and after use.		low

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Approvals for hall use	Unacceptable activities might take place in hall	All users shall complete a Covid-19 risk assessment, which will be approved by a member of the HVH Management Committee before starting any activity.	User risk assessment shall be read in conjunction with this risk assessment.	low
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