

# Beckley Village Hall

BVH DN9 - C

## Addendum to cover Covid General Risk

### Section 1 - COVID-19 Risk Assessment for Hirers of the Hall

This should be read by Hirers as a supplement to the Hall's general risk assessments and Hirer's own activity risk assessment. The hirer is required to confirm to the Booking Secretary that they have reviewed the below, and as part of their own risk assessment (where necessary) add their own notes/risks to the immediate table below or provide a copy of their own risk assessment to the Booking Secretary.

Area of Risk	Risk identified	Actions to take to mitigate risk
<b>Track and Trace Contacts</b>	Infected attendees pass on infection.	
<b>Cleanliness of hall and equipment, especially after other hires</b>	Previous hirers or hall cleaner have not cleaned hall or equipment used to standard required.	Prior to the start of any activity, all hirers must clean all surfaces that they might touch eg but not limited to, tables, sinks, door and toilet handles and switches.
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain 2 m social distancing	Hirers must comply with social distancing as far as possible and use a one-way system which they should mark out at the start of their hire. Only the disabled toilet is to be used to limit users to one person at a time. The other toilets are locked.

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<b>Respiratory hygiene</b>	Transmission to other members of group	Catch It, Bin It, Kill It. Hirers to encourage group to avoid touching mouth, eyes, and nose. Tissues are provided and they should be disposed of into a bin or disposable rubbish bag, then wash or sanitise hands. Empty all bins at end of hire.
<b>Hand cleanliness</b>	Transmission to other members of group and Hall	Hirers to use sanitiser on entering and exiting the Hall, to wash hands regularly using soap and paper towels or, in the toilet, the blow hand dryers.
<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and Hall	Follow Hall instructions displayed on inside door of Store Room. Move person to changing room, obtain contacts, inform Booking Secretary.
<b>Any additional risks identified by Hirer for their event/activity</b>  (please use an additional sheet if required)		

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## HSE Risk Assessment

### Section 2 - Risk Assessment for re-opening the Hall for implementing by the Trust

A key part of this risk assessment has been to identify “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer.

#### Important Notes:

1. This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. Links to some key documents are provided in the reference section

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended** by ACRE (with some adjustments that we have made)

Green – **Further actions that we consider appropriate.**

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>General public</b>	Transmission by an infected user of the Hall	Hirers to record name and contact telephone number for all attendees and to ask that they report back if later they find they are infected. Such data to be used for Track and Trace process.	
<b>Facility Manager, cleaners, contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood individuals could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning Hall if someone falls ill with CV-19 on the Hall. Occasional Maintenance workers.	<b>Stay at home guidance if unwell at entrance and in Main Hall. Facility Manager, cleaners and volunteers to be provided with protective overalls and plastic or rubber gloves. Contractors provide their own.</b> <b>Facility Manager, cleaners and volunteers advised to wash outer clothes after visiting the Hall.</b> <b>Facility Manager, cleaners and any involved volunteers to seek PHE advice in the event that deep cleaning is required and to not seek to carry out such deep cleaning until such advice is given – from the Trust Chair.</b>	Cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.

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<p><b>Facility Manager, cleaners, contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood individuals could be exposed</p>	<p>Individuals who are either extremely vulnerable or over 70. Individuals carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the Hall or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Staff in the vulnerable category are advised not to use the Hall .</b></p>	<p>Individuals who have used the Hall will need to be warned immediately if someone is tested positive for COVID-19 who has been on the Hall. Details of a person’s medical condition must be kept confidential, unless the individual agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p> <p><b>Talk with Facility Manager, cleaners, trustees and volunteers regularly to see if arrangements are working.</b></p>

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering Hall. Parking area is too congested to allow social distancing. People drop tissues.	<b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</b>  <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	<b>2 metre spacing is marked out in entrance area. One -way system is signed.</b>  <b>Hand sanitiser to be provided by hall</b>	Hand sanitiser needs to be checked daily by Facility Manager. More bins provided throughout.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</b>	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.

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Main Hall contd	Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	<b>before and after use.</b> <b>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</b> <b>Social distancing guidance to be observed by hirers in arranging their activities.</b> <b>Hirers to wash hands regularly.</b>	
Foyer	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	<b>Smaller rooms (kitchen, store-room, changing rooms, toilets other than disabled toilet not to be used by Hirers..</b> <b>Foyer's used to be limited to set up during Covid with all necessary cleaning equipment clearly displayed and regularly checked</b>	

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Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crocery/cutlery Kettle/hot water boiler	<b>Closed to hirers.</b>	
Kitchen contd	Cooker/Microwave	<b>Hirers to bring their own Food and Drink for the time being.</b>	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Closed to hirers</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Closed to hirers</b>	



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Toilets	<p>Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p><b>Hirer to control numbers accessing toilet which, by closing all toilets other than the disabled toilet, means that only one person at a time can use it.</b></p> <p><b>Hirer to clean all surfaces etc before public arrive and at end of hire.</b></p> <p><b>Engaged/vacant signage should be used by each user.</b></p> <p><b>Posters are displayed to encourage 20 second hand washing.</b></p>	Facility Manager to ensure soap, paper towels, tissues and toilet paper are regularly replenished. Spare stocks kept readily visible in foyer.
Boiler Room	<p>Door handle, light switch</p> <p>Social distancing not possible</p>	<b>Public access not required. Cleaners to clean weekly.</b>	
Stage		<b>Subject to Hirer's own risk assessment. Unlikely to be used.</b>	
Events	<p>Handling cash and tickets</p> <p>Too many people arrive</p>	<b>Subject to Hirer's own risk assessment</b>	See National Rural Touring Forum guidance, Section 2.6

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## **HSE Risk Assessment**

### **Notes**

- 1 BVH DN9 – A (on website) – separate pdf Health and Safety Executive Guidance Note on the Safe Use of Step Ladders
- 2 BVH DN9 – B (on website) - separate scanned CDM Hazard Assessment (for commercial contractors only as general maintenance and repairs is to be carried out professionally)