

**RISK ASSESSMENT SPECIFIC TO COVID-19 CORONAVIRUS FOR THE USE OF THE HALL**

What are the hazards?	Who might be harmed?	Controls Required	Notes & Additional Controls	Who	By When	Done
<b>CAR PARK &amp; OUTSIDE SEATING AREAS</b>						
Social-distancing not observed generally	Visitors, Contractors, Volunteers, Staff	<ol style="list-style-type: none"> <li>1. Minimum 1m distance to be observed</li> <li>2. Hiring contracts to include this information</li> <li>3. Hirers to inform their visitors in advanced</li> <li>4. Only 1 person per bench unless from the same household.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Transitory lapses in social distancing in outside areas are mostly less risky</li> </ul>			
Added risk of social distancing not observed at entrances to hall and Social Club	Visitors, Contractors, Volunteers, Staff	<ol style="list-style-type: none"> <li>1. Mark out 2m distances for queuing area for ALL entrances to the hall to encourage care on entry (Mandatory)</li> </ol>	<ul style="list-style-type: none"> <li>▪ There is a greater risk of transmission of Covid-19 where people congregate</li> </ul>			
Dropped personal hygiene waste & personal protection equipment	Visitors, Contractors, Volunteers, Staff	<ol style="list-style-type: none"> <li>1. Cleaner should wear protective gloves as a minimum to be provided by the Hall</li> <li>2. Cleaner asked to check for possible contaminated waste and litter, double-bag it and deposit in general waste bags.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Gloves to be provided to the cleaner</li> </ul>			
			<ul style="list-style-type: none"> <li>▪</li> </ul>			

## LEONARD STANLEY VILLAGE HALL AND SOCIAL CLUB RISK ASSESSMENT FOR GENERAL USE AND FOR COVID-19 CORONAVIRUS

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<b>HALL GENERAL</b>						
Case of Covid-19 identified with a visitor	All visitors	<ol style="list-style-type: none"> <li>Shut the Hall for a minimum of 72 hours</li> <li>Deep clean the whole premises</li> </ol>	▪			
Spread to the cleaner	Cleaner	<ol style="list-style-type: none"> <li>Cleaner advised to remove and wash clothes worn for cleaning immediately on arrival home after cleaning</li> </ol>	▪			
<b>MAIN HALL ENTRANCE</b>						
Possible infected visitors	Visitors, Contractors, Volunteers, Staff	<ol style="list-style-type: none"> <li>Covid compliance notices to be prominently displayed at all entrances, inside the porch and the main hall</li> <li>Do not enter if you have any symptoms</li> </ol>	▪			
More than one person in the porch at any one time	Visitors, Contractors, Volunteers, Staff	<ol style="list-style-type: none"> <li>Only one person at a time allowed in the porch</li> <li>Notice to be displayed</li> <li>Information included in hirer agreement</li> </ol>	▪ Leave doors open if weather permits to reduce number of surfaces touched and to give a clear view into the porch	Hirer to enforce		
Arrivals and leavers using the porch at the same time	Visitors	<ol style="list-style-type: none"> <li>Arrivals for classes or functions / events not to arrive earlier than necessary</li> </ol>	▪ There should be sufficient gaps between classes or events to allow cleaning before the next class or event and to reduce the risk of arrivals conflicting with leavers	Hirer		

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Touching keys, key safe, locks, door handles, doors and any other surfaces	Visitors, Contractors, Volunteers, Staff	1. All surfaces to be wiped clean before and after each class or event / function	<ul style="list-style-type: none"> <li>▪ Wipes, hand-sanitisers and waste bins to be provided by the Hall</li> </ul>	Hirer		
<b>MAIN HALL</b>						
Social-distancing not observed	Visitors, Staff, Contractors	<ol style="list-style-type: none"> <li>1. The hirer to carry out their own risk-assessment and enforce appropriate social-distancing appropriate for their activities</li> <li>2. Numbers to be controlled according to the most recent government guidelines</li> </ol>	<ul style="list-style-type: none"> <li>▪ This will vary from class to class and event or function type</li> <li>▪ The Hall will provide masking tape for use by hirers – to be removed at the end of their class or function</li> </ul>	Hirer		
Anything that may be touched by visitors	Visitors, Staff, Contractors	<ol style="list-style-type: none"> <li>1. All surfaces to be wiped clean and wipes then placed in the waste bins provided</li> <li>2. All surfaces to be wiped before, during activities as appropriate and after use</li> <li>3. Wipes, hand-sanitisers and waste bins to be provided by the Hall</li> </ol>	<ul style="list-style-type: none"> <li>▪</li> </ul>	Hirer		

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<b>KITCHEN</b>						
Social-distancing		1. Kitchen door will remain closed at all times (but not locked)	<ul style="list-style-type: none"> <li>▪ Kitchen needs to be available specifically for First Aid use or if there is a fire (there is a Fire Exit via the kitchen)</li> </ul>			
Many surfaces that may be touched or otherwise contaminated		1. Close kitchen apart from medical or emergency needs	<ul style="list-style-type: none"> <li>▪ Covid-19 isolation</li> </ul>			
Someone displays Covid-19 symptoms or feels unwell		<ol style="list-style-type: none"> <li>1. If fit enough, they should go straight home</li> <li>2. If they need to wait to be collected (including by an ambulance) they should be seated in a specifically marked-off area in the kitchen</li> <li>3. A box containing PPE and instructions will be provided by the Hall</li> <li>4. Hirer to inform the Hall Manager should Covid-9 be suspected</li> <li>5. Carer to wipe all surfaces clean and dispose of used wipes and PPE – double bag and place in designated area</li> </ol>	<ul style="list-style-type: none"> <li>▪ The general First Aid box will be sited in a separate part of the kitchen so it is still available</li> </ul>	Hirer		
<b>CORRIDOR</b>						
Doors to corridor		1. Doors should be left open whenever possible	<ul style="list-style-type: none"> <li>▪ Allows ventilation which may reduce transmission</li> </ul>			

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Door from corridor to kitchen		1. To remain closed at all times (but not locked)	<ul style="list-style-type: none"> <li>▪ Kitchen needs to be available specifically for Covid-19 isolation, First Aid use or if there is a fire (there is a Fire Exit via the kitchen)</li> </ul>			
Toilets – spread of Covid-19	Anyone who uses the facilities	1. Hand washing / Hand Sanitiser stations	<ul style="list-style-type: none"> <li>▪ Warm-air hand driers to be de-commissioned</li> <li>▪ Hand sanitisers to be placed outside each toilet with instructions for use before and after use of toilet facilities</li> <li>▪ Regular regime of emptying the waste receptacles</li> </ul>			
		2. Good hand-cleaning must be carried out after disposal of the used paper towelling	<ul style="list-style-type: none"> <li>▪</li> </ul>	The cleaner		
		3. Signage to say it is important to clean your hands before and after using the facilities	<ul style="list-style-type: none"> <li>▪</li> </ul>	The user		
		4. Only one person to use each of the toilet facilities (ladies, gents or disabled) at any one time	<ul style="list-style-type: none"> <li>▪ User to be advised to open the door and check if there is anyone already in residence</li> </ul>			
		5. Waiting spaces to be marked in corridor if toilets in use	<ul style="list-style-type: none"> <li>▪</li> </ul>			

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		6. Wipe all surfaces touched with sterile wipes i.e. toilet flush-handle, sanitary bin lids and handle, toilet seat, taps and then dispose in the receptacle provided	<ul style="list-style-type: none"> <li>▪ Users to be encouraged to bring their own sanitisers and wipes to cut expenses for the Hall</li> </ul>			
		7. Baby-changing facility to be wiped down before and after use	<ul style="list-style-type: none"> <li>▪</li> </ul>			
<b>STORE AREA BY GENTS TOILET</b>						
Social-distancing	Visitors Staff	1. Only one person to be allowed access to this area at any one time	<ul style="list-style-type: none"> <li>▪</li> </ul>			
Door handles, light switches and other surfaces touched	Visitors Staff	1. Wipe clean using wipes provided in the Hall	<ul style="list-style-type: none"> <li>▪</li> </ul>			
<b>SOCIAL CLUB (Below is an initial assessment by the Village Hall. Please refer to the separate more detailed Risk Assessment to be provided by the Social Club)</b>						
Compliance with NHS Track and Trace	Club visitors	1. Keep a register of members and visitors (permission must be sought) allowing for contact details to be kept for 21 days before disposal	<ul style="list-style-type: none"> <li>▪</li> </ul>	Social Club		
Social-distancing in vestibule	Club visitors	1. Only one person allowed in the vestibule at a time unless they are members of the same household	<ul style="list-style-type: none"> <li>▪</li> </ul>	Social Club		
General	Club visitors	1. Both external and internal doors to be left open (weather permitting) to improve ventilation and visibility  2. Hand sanitisers and signage to be provided by the Village Hall	<ul style="list-style-type: none"> <li>▪</li> </ul>	Social Club		

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Upholstery (curtains, seating etc)	Club visitors, staff	<ol style="list-style-type: none"> <li>1. Avoid anyone touching upholstered items unless wearing plastic gloves.</li> <li>2. Clean hard surface regularly touched.</li> <li>3. Rotate use of upholstered chairs.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Virus may remain on fabric. Cannot readily be cleaned between use and frequent cleaning would damage fabric. Hard surfaces can be cleaned and are more likely to be touched when moving chairs.</li> <li>▪</li> </ul>	Social Club		
Social-distancing in Leaze Room	Club visitors	<ol style="list-style-type: none"> <li>1. Tables to be positioned in accordance with government guidelines in force at the time</li> </ol>	<ul style="list-style-type: none"> <li>▪ Furniture may only be moved / repositioned at the discretion of the bar manager of the</li> </ul>	Social Club		
		<ol style="list-style-type: none"> <li>2. Bar staff must observe a stringent hand washing regime</li> </ol>	<ul style="list-style-type: none"> <li>▪</li> </ul>	Social Club		
		<ol style="list-style-type: none"> <li>3. No more than one person allowed behind the bar at any one time unless the second person is from the same household</li> <li>4. A protective screen should be in place above the bar with a small aperture to allow drinks to be supplied to customers</li> </ol>	<ul style="list-style-type: none"> <li>▪</li> </ul>	Social Club		

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		5. No more than one customer allowed at the bar at any one time. 6. Once your order has been given, step back from the bar to the marked area to await your beverages 7. No drinking is allowed at the bar 8. Customers are not allowed to return their glasses to the bar	<ul style="list-style-type: none"> <li>▪ Once served he/she must move away from the bar to make way for the next customer</li> <li>▪</li> </ul>	Social Club		
Used glasses		9. No glasses to be returned to the bar by the customer 10. Used glasses to be collected and placed in the glass washer or applicable tray in the bar by designated persons whose sole task is to collect and wash glasses	<ul style="list-style-type: none"> <li>▪ Once washed, the glasses must be placed on a table provided, still in their tray until the designated bar person replaces them on their allocated pace</li> </ul>	Social Club		
Payment		11. Social Club to assess risks and controls within government guidelines	<ul style="list-style-type: none"> <li>▪ Payments by contactless card is recommended</li> <li>▪ If the payment machine has been used, manually wipe the machine with sterile wipes</li> </ul>	Social Club		
Changing of Barrels		12. Only designated persons to change barrels, washing hands before and after doing so 13. Barrel touch-points to be wiped with sterile wipes	<ul style="list-style-type: none"> <li>▪</li> </ul>	Social Club		



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<b>SNOOKER ROOM, SKITTLE ALLEY AND DARTS AREA</b>						
Social-distancing		1. Social Club to assess risks and controls within government guidelines	▪	Social Club		
Equipment (balls, skittles, darts, board etc)		1. Social Club to assess risks and controls within government guidelines	▪	Social Club		