

**CLAYGATE VILLAGE HALL – COVID 19 RISK ASSESSMENT**

<b>Area or People At Risk</b>	<b>Risk Identified</b>	<b>Actions To Take To Mitigate Risk</b>	<b>Notes</b>
<p>1. People entering the Village Hall – Users, Committee Members, Contractors</p>	<p>Virus being brought into the Hall by somebody displaying symptoms</p>	<p>Stay at home guidance if unwell at Main Entrance, on fire exits which may be used to enter building.</p> <p>Notices to indicate that only those attending an event or class are to enter the hall. Individuals collecting people attending an event at the hall to wait in the car park unless an individual requires assistance to enter the Hall and attend an event – e.g. due to disability.</p> <p>Hirers required to advise Lettings Manager and Hall Manager of a suspected incidence of Covid -19 so that deep clean can occur of areas used.</p> <p>Isolation room provided so that infected person can be isolated if not able to leave hall immediately (e.g. a child) Bin for quarantining PPE or tissues relating to infected person for 72 hours provided in isolation room.</p>	<p>Hirers to be encouraged to advise attendees not to attend if showing symptoms and to remind members regularly.</p> <p>Hirers asked to set main doors to one way and to control entrance to building and their event. Advised to consider access for latecomers.</p> <p>Hirers required to have own PPE.</p>

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2. People entering the Village Hall – Users, Committee Members, Contractors	Virus being brought into the hall by pre-symptomatic / asymptomatic individuals	<p>Reduce capacity to enable groups to social distance in line with regulations / advice. (see “Claygate village hall capacities and allowed events.”)</p> <p>Individuals required to quarantine should not attend.</p> <p>Enable air flow via ventilation (opening windows)</p> <p>Notices to indicate that only those attending an event or class are to enter the hall. Individuals collecting people attending an event at the hall to wait in the car park unless a disabled person requires assistance.</p> <p>Face coverings in line with regulations.</p>	<p>Issue hirers with window lock keys</p> <p>Hirers asked to set main doors to one way and to control entrance to building and their event. Advised to consider access for latecomers.</p>
3. Hirers, Contractors	Contact with virus while cleaning surfaces	Individuals undertaking cleaning tasks to wear appropriate PPE, hand sanitise and wash hands and outer clothing as per government guidance.	<p>See Government Guidance Cleaning in Non-Healthcare Settings outside the Home</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>
4. Equipment	Damage due to inappropriate cleaning	Hirers to be advised how to clean and what to use to clean areas advised for cleaning.	Issue information.

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5.Hirers / Contractors	Injury due to interaction between cleaning materials and items being cleaned	<p>Hirers to be advised how to clean and what to use to clean areas advised for cleaning</p> <p>Hirers advised not to mix bleach and acid cleaners</p>	Issue information.
6.People entering the Village Hall – Users, Committee Members, Contractors	Virus on surfaces in the Hall spreading through touch	<p>Hand sanitiser to be used on entering/ or handwashing performed.</p> <p>Regular cleaning by CVHA in line with government guidance including touch points.</p> <p>Touch points relating to each hire to be cleaned by hirers at beginning and end of hire. (Toilets, doors, window handles, floors, light switches, plug socket covers, heating controls, floors, hatch to main hall if used, tables if used.)</p> <p>Paper towel to be provided plus bins to act as barrier when touching touch points.</p> <p>Remove leaflets from foyer desk. Display on noticeboards only.</p> <p>Hand sanitiser / paper towels / bins to be provided at entrances and exits and near vulnerable and restricted areas.</p>	<p>Emphasize importance of hirers cleaning.</p> <p>Create space between hiring periods for cleaning.</p>

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7.Hall Users	Virus spreading between individuals attending an event in the hall.	Hirers to comply with social distancing rules. Catch it, Bin it, Kill it in respect of sneezing, plus respiratory hygiene, and handwashing Tissues disposed of in bins placed in each area of hall. Open windows and ventilate Use of hand sanitiser on entry and exit. Follow toilet use procedure Comply with social distancing regulations and banned activities list. Advise hirers that they should avoid activities where people unduly raise their voices e.g. loud singing or speaking over loud music in line with government guidance. Advice to launder clothing after attending an event.	Ensure Catch It, Bin It, Kill It notices are displayed. Plus notices about symptoms and hand washing.
8. Users, Committee Members, Contractors	Virus spreading between individuals attending different events in the hall	Separate allocated entrances and exits and one-way systems. Allocated toilets and management of queues and usage to avoid mixing in foyer Hand sanitiser used by all on entry and exit and when using toilets or accessing vulnerable areas.	

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		<p>Cleaning of touch points in area between hires                      Staggered entry and exit times so no mixing on arrival and departure.                      Children to be closely supervised to ensure compliance                      Hirers to empty bins at end of their hire.                      Consider patterns of hiring and potential impact of frequent changes of hirer.</p>	
9.Hall users	Virus spreading through lack of social distancing within the hall	<p>Hirers to manage attendees during their hire period and adopt layouts that support social distancing.                      Reduction in capacity – different capacities for different types of events. (Less / more physical)                      Hirers to have system for managing numbers                      Close supervision of children to ensure they keep to social distancing rules.                      Do not take bookings where social distancing in doubt and comply with government regulations as to allowed activities.</p>	<p>See “Claygate village hall capacities and allowed events”.</p> <p>Reasons for not taking bookings may have to be explained to hirers.</p> <p>Some hirers may not return even though Hall is open as it is too difficult to manage their hire with current regulations, or their activity may still be banned.</p>

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10.Hall users	Virus spreading through contact while waiting to enter for an event or class or while leaving afterwards.	<p>Queuing area identified for each of the 3 lettable hall areas.</p> <p>Hirers to encourage attendees to leave promptly in a socially distant manner.</p> <p>Children to be supervised at end of classes and departure.</p> <p>Attendees to leave hall after their class has finished – may not wait for a later class.</p>	
11.General public / management committee	Virus transmitted between member of general public and management committee	<p>Management committee only attend Hall when not in use unless called to emergency.</p> <p>Lettings Manager suspend casual drop in session on Sat am, and operate by appointment. Maintain social distancing when meeting public and /or use face covering. Only show members of the public around when hall is empty.</p> <p>All individuals entering the building to use hand sanitiser on entry, and to be questioned as to presence of symptoms and use face coverings in line with guidance.</p>	Hall Manager requires access to monitor building systems

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12.Management committee / trustees	Virus transmitted among management committee members / trustees	Meetings to be conducted virtually if possible. If needing to attend together – maintain social distance, use hand sanitiser, consider using face coverings and practise good respiratory hygiene. Individuals to decide if able to attend hall in line with guidance/ vulnerability category.	
13.People entering the Village Hall – Users, Committee Members, Contractors	Virus spread via use of common equipment e.g. First Aid Kit, Defects Log, Accident report forms, cleaning utensils, tea towels, chairs, AV equipment, sound and lighting equipment, plug socket covers, keys.	Gloves and anti-bac wipes to be provided externally to first aid kit. Hirers required to have own 1 <sup>st</sup> Aid Kit Defects Log and Accident report forms to be removed – email reporting to be used. Forms to be provided on website. Separate cleaning equipment to be provided for cleaner and for each of the rooms.  AV cupboard is locked – ensure hirers with keys clean equipment used or quarantine for 72 hours	Hand sanitise before and after using AV equipment. Usage log required. Wall connection -wipe as part of cleaning routine.

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		<p>Sound and lighting locked away in gallery. Difficult to clean</p> <p>Socket covers – clean as part of regular cleaning.</p> <p>Keys – hirers have own sets. Additional keys to be issued to windows and any others required.</p> <p>Lettings manager to establish quarantine process for keys issued to casual hirers. Or clean keys between hires.</p>	<p>Access banned or usage log required. Hand sanitise before and after entering gallery area.</p> <p>Hand sanitise / use of quarantine when handling returned keys.</p>
14.Users / Management Committee / Contractors	Virus spread or brought into the hall on hirer's equipment	Hirers to sanitise own equipment before and after use.	
15.Paperwork / Payments	Transmission of virus	<p>Encourage online payment. Hand sanitise when handling cheques / incoming paperwork or quarantine.</p> <p>Hirers encouraged to use cashless systems when being paid by class attendees.</p>	



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16.Foyer	Ingress or transmission of virus	Hand sanitiser on entry Managed toilet queues Staggered start and finish times Use of alternate entrances and exit Divide foyer into areas Exclusion of general public through management of doors Pushchairs and buggies not to be left in Foyer as space needed for social distancing in queues.	
17.Keys	Transmission of virus through sharing keys	Ensure individuals have own keys	Hirers/ Trustees / management committee to be advised that if they need additional keys to avoid sharing they should contact lettings manager.
18.Car Park	Potential virus transmission through dropped tissues / rubbish	Cleaners / Management Cttee/ Users to check and clear up rubbish and dispose	Use litter pickers provided
19.Rear Patio	Virus transmission through dropped infected tissues / rubbish	Cleaners / Hall Manager to check and clear up rubbish and dispose	Use litter pickers provided.

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20.Lost Property	Transmission through touching	Quarantine box. Hand sanitise before and after opening. Place items in individual dated plastic bags. Dispose after 4 weeks Cleaner to wear gloves / use barrier if moving lost property. Hirers to check for anything left at end of hire and manage it themselves.	
22.Toilets	Transmission in toilets	Frequent cleaning. Queue points for toilets indicated in foyer Separate toilets for separate hirers via rota. Hirers to wipe touch points in toilets. Automatic opening doors to toilets or wedge open access doors or hirers use paper to open doors or hand sanitise after exiting toilets.	Toilets have adequate ventilation systems already installed.
23.Kitchen	Transmission via casual use or agreed use	Any crockery / cutlery/ glassware to be washed in hot soapy water or in dishwasher. Hirers using kitchen to practise good hand hygiene and wipe touch points and surfaces before and after use. Tea Towels/ washing up gloves / dishwashing cloths – hirers to provide own.	Hirers may recommend that Attendees to bring own drinks.  Hirers may consider using gloves and face coverings when serving but should be aware of the potential for these items to spread contamination.

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		All surfaces and handles incl. fridge and microwave to be wiped as part of cleaning routine and by hirers. Set max number in kitchen. Hirers to organise service in line with govt advice for pubs etc.	<a href="https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-takeaway-delivery-230720.pdf">https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-takeaway-delivery-230720.pdf</a> gives advice on managing service of food / drink at an event – e.g. separate staff in kitchen / serving. Table service, Cashless pre-ordering, OR BYO if this not realistic.  Max number in kitchen = 2
24.Cleaners Cupboard	Transmission via use of shared equipment.	Cleaner to have own separate equipment. Cupboard door to be wiped after use and as part of cleaning routine. Separate equipment provided for each Hall. Hirers to hand sanitise and wipe handles before and after use.	
25.Committee Room	Transmission of virus via tablecloth / lack of social distancing.	Remove tablecloth. Limit on numbers in committee room Tables to be wiped before and after hire and stored outside room Rotation of chairs if necessary.	
26.Committee Room /Foyer	Carpet tiles on floor – not easy to clean daily	Foyer – transitory occupation. Not expected that floor in either area would be touched. Steam clean if necessary.	

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27. Committee Room – Sink area and surfaces door handles etc	Virus transmission	Cleaned regularly – dependant on usage.	
28. Main Hall / Small Hall – Curtains	Virus transmission via curtains and draw cords.	Remove curtains or Hirers to hand sanitise before and after drawing curtains / touching draw cords.	Removal of soft furnishing may change acoustic in hall and affect ability of hirers to use hall – e.g. if projection required.
29. Main Hall - Chairs	Virus transmission through sharing of chairs	Chairs are upholstered therefore not easy to clean between uses. Chairs to be removed from main hall. Chairs either to be allocated to hirers in the chair store or taken from a store of “clean” chairs and returned to areas labelled by day of use for 72 hours quarantine. Capacity limit will mean not all chairs required. System to be reviewed depending on chair usage.	Chair store to be re-organised.
30. Main hall – stage curtains	Virus present on stage curtains – impossible to remove or launder.	Have cordon in front of stage to prevent curtains being contaminated. Minimise opening and closing of curtains. Good ventilation in hall.	

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31.Main hall / Small Hall – hard surfaces	Virus present through touch or breathing	Touch points to be cleaned regularly by cleaners and by hirers. Floor to be cleaned daily and potentially between risky hires. Windows and door panels to be cleaned regularly. At least 30 minutes between hires to allow for cleaning. Hirers with “classes” to wipe touch points in halls and allocated toilet between classes.	
32.Small Hall – Kitchenette	Virus transmission via surfaces / crockery	Clean regularly. Limit 1 person in kitchenette. Hirers encouraged to BYO.	
33.Storage areas / Hirers’ cupboard	Virus transmission via surfaces Lack of social distancing	Hirers to clean items before placing them in storage. Items to be kept on shelves so other hirers do not need to touch them. Hirers to restrict access to storage area to a limited number of people who either maintain 2m social distance or take other precautions. Wipe door handles after use and hand sanitise when in storage area. Items stored to be reviewed and unused items removed.	

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34.Chair store	Transmission through moving chairs Lack of social distancing	Access to chair store restricted to those moving chairs, who should maintain social distance and/or take other precautions (face covering, hand sanitise, increase ventilation.) Wipe chair trolleys after use. Do not share chair trolleys. Floor and touch points cleaned.	
35.Ballet barre	Transmission through touch	To be managed by hirers in line with Dance guidance.	
36.Gallery area	Transmission through surfaces / hard to clean equipment	Anybody accessing gallery to hand sanitise, social distance / wear a face covering. Door handles to be wiped daily. Usage log for equipment.	
37.Boiler room	Transmission through surfaces	Restricted access – hand sanitise before entry and on exit. Door handle cleaned regularly.	
38.Stage area	Transmission through surfaces and items stored in stage area.	Use hand sanitiser if entering area and practise social distancing and / or take other precautions in line with hirer's own risk assessment and performing arts guidance. Items to be wiped after use before being returned to storage location/ quarantined.	

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		Stage curtain handle, rehearsal lighting switch and stage light switches to be cleaned. Floors to be cleaned.	
39.Hirer's equipment bought into Hall from elsewhere	Ingress of virus	Hirers asked to clean equipment prior to use in the Hall and on leaving	
40.Trustees	Liability for expense relating to COVID exposure / legal action	Check insurance cover.	ACRE guidance suggests that Trustees are unlikely to be at risk if a COVID-19 Risk assessment has been undertaken and activities are not on the banned list. Risk under the crisis regulations falls to the event organiser (Hirer) who needs to ensure that the venue enables them to comply with social distancing and should operate in a COVID 19 secure way and should carry out a risk assessment to identify actions to minimise transmission.
41.Trustees	Liability for allowing restricted events to take place in the hall.	Lettings Manager to ask for information on nature of event and numbers attending	Advise hirers that if regulations change then refunds will be given
42.Social contacts of people using the Hall	Contact from Track and Trace system.	In line with regulations / recommendations, Hirers to keep register of attendees during their period of hire, plus contact details for 21 days after their hire. CVHA also needs to keep records of when trustees/management committee / contractors attend Hall	<a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a> explains what data to keep, how to do so in a way that is GDPR compliant – people should be aware why the data is being collected, can opt out, and if the data is only collected for Test and Trace then should be destroyed after 21 days. In certain cases consent should be sought. See also <a href="https://www.gov.uk/government/publications/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/government/publications/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace/privacy-notice-for-maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a> for Privacy notice. CVHA is a data controller for trustees /management committee and contractors entering the premises. Notice on entering hall that personal data will be retained for 21 days by either the Hall or hirer for the purposes of NHS test and trace.

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43.Hirers and users	Not understanding cleaning requirements or usage restrictions, or lack of awareness of government guidelines	Individual letter to each hirer advising their responsibilities and areas of access prior to re-commencement of hire. Lettings manager to see hirer's risk assessment and have a conversation with each hirer to ensure understanding. Hirer to return signed supplementary conditions of hire prior to recommencing hire.	
44.Hall and equipment	People gaining entrance to hall with mal intent through unsecured windows or doors which have been opened to allow ventilation. No resulting insurance cover for loss.	Requirement to lock up afterwards emphasized to hirers. Notices to remind hirers. Management Committee rota to check building initially	
45.All users and wider community (from spread of virus)	Exceeding capacity limits / regulations in Hall	Discussion with lettings manager on booking.  Bookings only taken in line with guidance – see sheet – Claygate village hall capacities and allowed events.	



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46. Trustees (from breach of legal regulations)		Hall to operate in line with government guidance on safe use of multipurpose community facilities and guidance provided by ACRE. Hirers must operate in line with government regulations and any guidance issued for their sector by the government or relevant governing body.	