

Risk assessment

Business name: Capel-le-Ferne Village Hall Management Committee Assessment carried out by: Sally Cook

Date of next review: 1 September 2020

Date assessment was carried out: 1 August

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Notes
Cleanliness of hall and equipment, especially after other hires	Contractors and volunteers – Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning of premises if someone falls ill	Cleaning of hall every morning before 8am including light fittings, door handles, toilets and all surfaces. Deep cleaning of hall already done and repeated every week. Hand sanitisers installed and recommended signage put up	Installation of paper towels and holder in kitchen Use of toilets limited to one per suite to prevent spray when using hand dryers – signs erected to this effect. Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers advised to wash outer clothes after cleaning	Cleaner, Lettings secretary and Chair	Wednesday 1 July	Yes	Staff/volunteers may need guidance as to cleaning. e.g. cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised & glued surfaces can be damaged by

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	with CV-19 on the premises	Provision of PPE for self-employed staff and volunteers	duties. Self employed staff and volunteers given PHE guidance and PPE for use in the event deep cleaning is required.				use of spray disinfectant too frequently. Decision taken not to put paper towels in toilets as hand dryers have filters and concerned about cross infection with discarded paper towels
Staff, contractors and volunteers– who would be at risk and likelihood staff/volunteers could be exposed to virus	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance	Those in the vulnerable category are advised not to attend hall for the time being.	Discuss situation with self-employed /volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether	Chair	Wednesday 1 July	Yes	It is important people know they can raise concerns

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	<p>tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.</p>		<p>they should cease such work for the time being. Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p>				
Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is	Introduced a one way system for Farmers Market and similar events. People to enter via front doors and exit via side fire exit at	Assigned people to monitor flow of visitors to the hall as easier to enforce. All visitors to the hall must wear facemasks before entering excepting those working on	Trustees and cleaner	Friday 3 July	Yes	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people

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	too congested to allow social distancing. People drop tissues.	end of corridor. Put up signage to encourage people to dispose of tissues.	behalf of the hall – they are not required to wear facemasks if social distancing can be reasonably applied. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Provide bin for foyer.				congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves for cleaner
Main hall - Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative	Hall users	Hall cleaned every day before hall opens. Stage to be closed off for immediate future	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been	Hirers of hall and hall cleaner	On going		Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.

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photos, displays. Social distancing to be observed			socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly				
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	Visitors, volunteers and contractors in not observing social distancing	Door handles and light switches are cleaned regularly. Hand sanitiser has been provided by hall. Signage erected to alert hall users to social distancing risks	Identify "pinch points" and busy areas. Will mark out 1.5 metre spacing in entrance area. Create one way system and provide signage for Farmers Market	Trustees and cleaner	Friday 3 July	Yes	Everyone should wear gloves to be provided by hall when preparing hall
Small hall Social distancing more difficult in smaller areas Door and window handles	All hall users	Recommending hirers hire larger meeting spaces and avoid use of small rooms	Only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.	Lettings secretary, hall hirers and cleaner	On going		

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Light switches Tables, chair backs and arms.		Surfaces and equipment will be cleaned by hirers before use or by hall cleaner.	Initially only hire out either main hall or small hall to avoid social distancing issues.				
Kitchen Social distancing more difficult and sharing of crockery/cutlery/utensils liable to be potentially hazardous	All hall users	All the below cleaned every day and before and after every use. Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Oven/microwave Cupboards holding village hall equipment to be locked as will not	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use and after. Hall users to be responsible for own rubbish including disposal No food preparation to take place in the hall until further notice Hall hirers to bring disposable cups and plates	Hall users	On going		Cleaning materials to be made available in cleaning cupboard regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access if initial requirements of hall users not kept

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		be available for shared use.					
Store cupboards and store rooms including room 101 (former post office) - Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	All hall users	All hall rooms and external cupboards to be cleaned daily	Hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing	All hall users	On going		Hirer to consider which equipment is essential
Toilets - Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats, and vanity surfaces, mirrors.	All hall users	Access to each toilet suite to be restricted to one person at a time Signage erected and	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless hall cleaner has precleaned out of hours.	Cleaner, all hall users	On going		Access restricted to one as concern on disposal of paper towels in toilets. Individuals to move sign from vacant to engaged on external toilet door before use

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Boiler cupboard door handle, light switch Social distancing not possible	Public access unlikely.	Cleaner to decide frequency of cleaner	Public access unlikely but if happens, cleaner to be advised either by phone or through comment book				
Stage including curtains Social distancing Lighting and sound controls	A lot of equipment which could be damaged by injudicious spray and cleaning	Stage to be closed including backroom to be locked and curtains to be closed	Cleaned regularly as part of general hall clean	Cleaner	On going		Monitored
Events – handling cash and tickets Too many people arrive	Hall users	Limiting access to hall and numbers allowed to use each hall from Main hall – 50 Small hall – 15	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats	Hall trustees and hall users	On going		See National Rural Touring Forum guidance, Section 2.6

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		Social distancing measures	between individuals or households.				

Actions based on government guidance (considered mandatory)

Actions highly recommended

Actions to be considered