

## Appendix F

### Sample COVID-19 Risk Assessment for re-opening Village and Community Halls

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**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Staff Volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	<p><b>Staff/volunteers advised to wear rubber gloves and masks</b></p> <p><b>Staff given PHE guidance and PPE for use <i>in the event deep cleaning is required.</i></b></p>	Staff/volunteers may need guidance as to cleaning. For example, 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.
<b>Staff, volunteers</b> – think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70.	<b>Staff in the vulnerable category are advised not to take risks with contacts</b>	Staff and volunteers will need to be warned immediately if someone is tested positive for

	<p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p><b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
Car Park/paths/ patio/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p><b>Hire Group leaders to advise class members to social distance on entering.</b></p> <p><b>To enforce Rule of 6.</b></p> <p><b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b></p>	<p>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.</p> <p>TVH: <a href="#">Signage warnings</a></p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>

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>Provide signage.</b>  <b>Door handles and light switches to be cleaned regularly.</b>  <b>Hand sanitiser to be provided by hall</b>	Doors to be opened in advance, door stops provided.  Hand sanitiser needs to be checked daily.  Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.          Social distancing to be observed	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b>	Provide hand sanitiser, spray sanitiser, paper towels and signage.
Small meeting rooms and offices	Door and window handles  Light switches  Tables, chair backs and arms.	<b>Main Hall only to be used to allow for social distancing.</b>  <b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b>	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.

			May provide a “kettle point” to avoid two groups using the same kitchen.
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<p><b>Hirers are asked to control numbers depending on activity. 2 people only to use kitchen so as to ensure social distancing, especially for those over 70.</b></p> <p><b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></p> <p><b>Hirers to bring own tea towels.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided</b></p> <p><b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b></p>	<p>Kitchen out of use unless agreed with Booking Manager.</p> <p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p>
Store cupboards (cleaner etc)	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	Only with prior agreement.

Storage Rooms (furniture/equipment)	Social distancing more difficult  Door handles in use.  Equipment needing to be moved not normally in use	<b>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	Additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult.  Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b>  <b>Hirer to clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours.</b>  <b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.  Sanitiser spray and paper towels in toilets for individuals to use.
Boiler Room	Door handle, light switch  Social distancing not possible	<b>No Public access. Cleaner to decide frequency of cleaning.</b>	
Stage	Curtains  Social distancing  Lighting and sound controls	<b>Consider removal of stage curtains or tying back out of reach.</b>	No curtains nor blackouts.  Stage not available.

		<b>Hirer to control access and clean as required.</b>	
Events	<p>Handling cash and tickets</p> <p>Too many people arrive</p>	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.</b>	See National Rural Touring Forum guidance, Section 2.6