

Victoria Institute

COVID-19 Risk Assessment for re-opening Village and Community Halls – Revised and Updated 1st April 2021

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**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.	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.
Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. 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. Mental stress from handling the new situation.	Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether 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 he/she agrees it can be shared. It is important people know they can raise concerns.

Victoria Institute

<p>Staff, contractors and volunteers— think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. 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>Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p>	<p>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 he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Social distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of ≤6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>Event organisers are not expected to ask about people’s domestic arrangements. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
<p>Car Park/paths/exterior areas</p>	<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>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</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>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area.</p>	<p>Hand sanitiser needs to be checked daily.</p>

Victoria Institute

	<p>confined area. Door handles, light switches in frequent use.</p>	<p>Create one- way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>
<p>Main Hall and Sir Thomas Storey Room</p>	<p>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 photos, displays. Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.</p>
<p>Upholstered seating</p>	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p>	
<p>Victoria Room and Caton Community Library</p>	<p>Social distancing more difficult in smaller areas Door and window handles, light switches, Tables, chair backs and arms. Computer, keyboard, mouse etc,</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not</p>	<p>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.</p>

Victoria Institute

	Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	hired for keep fit type classes. Wipe shared copier etc.	Library & IT Room Maximum two people at a time allowed in the room Library, computer and photocopying slots can be booked 30-minute booking slots (or combination) bookable via telephone or email Library book returns to be left in the Cottam room No book donations until further notice Items for printing can be sent via email to; admin@victoria-institute.org.uk and collected by arrangement on the days that the Library and IT is open
Kitchen (when open)	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	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, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided. Consider encouraging hirers to bring their own Food and Drink for the time being.	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. Consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	

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<p>Storage Rooms (furniture/equipment)</p>	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Consider whether re- arrangement or additional trolleys will facilitate social distancing.</p>
<p>Indoor Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>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 staff have precleaned out of hours. Engaged/vacant signage and posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.</p>
<p>Events</p>	<p>Handling cash and tickets Too many people arrive</p>	<p>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves.</p>	

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