

## OTTERTON VILLAGE HALL – COVID 19 RISK ASSESSMENT (Amended September 2021)

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Volunteers/Cleaner/Contractors</b> Identify what work activity or situations might cause transmission of the virus and likelihood that Volunteers, Cleaner or Contractor could be exposed</p>	<p>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.</p>	<p><b>Stay at home guidance if unwell at entrance and in Main Hall.</b> <b>Volunteers/Cleaner provided with protective overalls and plastic or rubber gloves.</b> <b>Contractors provide their own.</b> <b>Volunteers/Cleaner advised to wash outer clothes after cleaning duties.</b> <b>Volunteers/Cleaner given PHE guidance and PPE for use in the event deep cleaning is required.</b></p>	<p>Volunteers/Cleaner 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.</p>
<p><b>Volunteers/Cleaner/Contractors – think about who could be at risk and likelihood</b> <b>Volunteers/Cleaner/Contractors could be exposed.</b></p>	<p>Volunteers/Cleaner who are either extremely vulnerable or over 70. Volunteers/Cleaner 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.</p>	<p><b>Volunteers in the vulnerable category are advised not to attend for the time being.</b> <b>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.</b></p>	<p>Volunteers/Cleaner 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 person involved agrees it can be shared.  It is important people know they can raise concerns.</p>
		<p><b>Talk with volunteers regularly to see if arrangements are working.</b></p>	

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<p>Exterior Areas 1</p>	<p>Social distancing is not observed as people congregate before entering premises. People drop tissues.</p>	<p><b>Encourage care when queueing to enter.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b> <b>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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Exterior Areas 2</p>	<p>Risk of users not being able to socially distance from customers waiting for the shop. Also danger to queuing users from traffic using Ropers Lane.</p>	<p><b>Erect signs to ensure there is not interaction between those leaving the hall and customers using the Community Shop.</b></p>	<p>Ask shop to also erect signs to advise their customers to leave room for people leaving the hall.</p>
<p>Entrance Lobby/corridor</p>	<p>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.</p>	<p><b>Erect signs to limit the number of people entering the passageway to the toilets.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b></p>	<p>Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>

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Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Upholstered Seating – Virus may remain on fabric. Cannot be easily cleaned between use. Metal parts are more likely to be touched.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</b></p> <p><b>Rotate their use and sanitise metal parts. Use gloves when moving them.</b></p>	
Committee Room (behind stage)	Too small to socially distance.	<p><b>Room to be used solely as an Isolation Room for anyone found to be showing symptoms of Covid 19</b></p>	
Kitchen	Risk from numerous surfaces in the kitchen becoming a source of infection. Time consuming to sanitise all surfaces; some could be missed.	<p><b>Kitchen not to be made available to hirers.</b></p>	
Store Cupboards/Room	Social distancing not possible. Door Handles, light switch.	<p><b>Access limited only to cleaner. Frequency of cleaning to be decided by cleaner.</b></p>	

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Toilets	Social distancing difficult. Surfaces in frequent use: door handles, light switches, basins, toilet handles, seats etc.	<p><b>Hirer to control numbers accessing toilets at any one time, with attention to more vulnerable users. Hirers to note if toilets have been used during their hire period. If used, all surfaces to be cleaned</b></p> <p><b>Signs limiting numbers and encouraging 20 second handwashing to be displayed.</b></p>	Ensure soap, paper towels and toilet paper are regularly replenished.
Stage	Curtains Social Distancing	<p><b>Consider tying back stage curtains out of reach if they are likely to be touched. Hirer to control access and clean as required.</b></p>	