**Newborough Village Hall Covid 19 Risk Assessment up to 22nd August 2021**

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| Area of Risk | Risk Identified | Actions to Minimise Risk | Notes |
| Main Hall (Whole building) | Door handles  Light switches  Window catches  Tables, chair backs and arms.  Soft furnishings which cannot be readily cleaned between uses.  Projection equipment. Screen  Window curtains or blinds  Commemorative photos, displays.  Social distancing to be observed | As of 19th July social distancing restrictions have been lifted. However, the NVH Trustees expect common sense to prevail and hirers to follow the following guidance;   * Advise that wearing a face covering will reduce your risk and the risk to others, where you come into contact with people you don’t normally meet in enclosed and crowded spaces, so use of face coverings will remain advisable in confined spaces such as toilets, kitchens and corridors and at more crowded events. * The risks of close contact with others should be considered, particularly if clinically extremely vulnerable or not yet fully vaccinated. * Test and Trace will be retained and continued display of QR codes will be advised. The advice for individuals to get a test if advised to do so and self-isolate if tested positive remains key to reducing transmission. | Ensure hirers are aware of social distancing requirements, seating arrangements and maximum numbers in the main hall.  Ensure all attendees of events have declared they have not had covid symptoms in past 14 days.  Keep external doors and windows open during occupation where possible to ensure fresh air flow (NOT INTERNAL FIRE DOORS) |
| Entrance lobby | Social distancing is not observed in a confined area  Door handles  Light switches | Floor standing Hand sanitiser to be provided by hall, check and fill daily.  Door handles and light switches to be cleaned regularly.  Catch it/Bin it posters  Persons collecting hall users to wait outside. | Hand sanitiser needs to be checked daily. |
| Kitchen | 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 | Use of kitchen by arrangement only.  Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.  Only if necessary to use kitchen 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 to be provided  Hirers to be encouraged to bring their own Food and Drink for the time being unless provided by professional caterer. | 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. |
| Meeting Rooms | Smaller areas raise risks.  Door and window handles  Light switches  Tables, chair backs and arms.  Computer, VDU. | The Foresters Room can be used by hirers with a maximum of 10 occupants. | Where possible door to be left open for ventilation |
| Toilets | Door handles  Light switches  Basins  Baby changing and other surfaces  Toilet pans/seats/urinals | Hirer to clean all surfaces in toilets before public arrive unless staff have pre-cleaned out of hours.  “Area cleaned by/date/signature signage in toilets to be completed by cleaning staff to be completed daily.  Wash hands signage | Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed. |
| Storage Cupboard (Cleaner) | Social distancing not possible  Door handles, light switch | Public access unlikely to be required. Cleaner to decide frequency of cleaning. |  |
| Storage Cupboards (Furniture/Equipment)  External Storage Units | Social distancing more difficult  Door handles. Light switch  Equipment needing to be moved not normally in use | Hirer to clean before use. Hirer to control accessing and stowing equipment so as to minimise closer distancing.  Hall to supply anti-bac spray and paper towels in cupboard for hirers | Anti-bac spray and paper towel supply checked daily. |
| Boiler Room | Door handle, light switch  Social distancing not possible | Public access unlikely to be required. Cleaner to decide frequency of cleaning. |  |
| **Car Park/Pathways/Outside areas** | Social distancing is not observed as  people congregate before entering  premises.  People drop tissues | Cleaner asked to check area outside  doors for rubbish which might be  contaminated, e.g. tissues and  remove. | Outside areas are advised by  Government to be less risky, the main  risk is likely to be where people  congregate.  Ordinary litter collection  arrangements can remain in place. |
| **Staff 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 | Staff/volunteers provided with  protective overalls and plastic or  rubber gloves.  Staff/volunteers advised to wash  outer clothes after cleaning duties.  Staff given PHE guidance and PPE for  use in the event deep cleaning is  required. |  |
| **Staff 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/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. | Staff in the vulnerable category (not fully vaccinated) are advised not to attend work for the time being.  Those identified as being in need to isolate must not attend work for stated period. | 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. |
| **All visitors, staff and users of the hall.**  Track and trace users of the hall following identification of a positive test . | Anyone visiting the hall for whatever reason being at risk of spreading the disease should a positive test be returned from a recent hall user. | All users and staff to use the track and trace registration documentation in the foyer on entry or use the NHS Q Code displayed. Private hirers must track and trace all guests separately and allow the trustees access to the data should a confirmed case of Corona Virus be tracked to the hall.  All hirers are expected to collate guest’s details in case of a positive test following the hiring or scan the Q code. There will be no exceptions. | Any user who has entered the hall will immediately notify the booking secretary of any positive test for corona virus, giving date and time of entry.  Booking Secretary will notify the NHS immediately and give details of those at risk of transmitting the disease. |

Government guidance will set out how people can manage the risks to themselves and to others:

1. Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open.

2. Wearing a face covering where you come into contact with people you don’t normally meet in enclosed and crowded spaces.

3. Washing your hands with soap and water or using hand sanitiser regularly throughout the day.

4. Covering your nose and mouth when you cough and sneeze.

5. Staying at home if unwell, to reduce the risk of passing on other illnesses onto friends, family, colleagues, and others in your community.

6. Considering individual risks, such as clinical vulnerabilities and vaccination status.