

NAPTON VILLAGE HALL COVID-19 RISK ASSESSMENT – MAY 2021

<u>Area or People at Risk</u>	<u>Risk Identified</u>	<u>Actions taken to mitigate risk</u>	<u>Date completed/notes</u>
Committee or cleaner.	Cleaning or Committee members doing maintenance work in areas infected by people the virus	Cleaner provided with PPE. Notice advising people to stay at home if feeling unwell.	Cleaner instructed 17/5/21.
Vulnerable people	Committee members or vulnerable people could be exposed if virus has entered the building. Consider mental stress.	Discuss with over 70s as to whether they should attend the Hall. Committee Room designated space for someone with suspected Covid-19.	To be warned immediately if someone has been tested positive after attending the Hall. Medical details to remain confidential
Social Distancing	Remember group sizes of 6 indoors and 30 outside. Ensure separate groups don't mix.	Ensure hirers are reminded of regulations	Risk Assessment to be added to website. Special conditions of hire also on website.

Car Park/ Patio/Grounds	Social distancing not observed, congestion entering the premises,	Mark out 2 Metre distancing outside entrances. Litter to be picked only when using PPE	Markings already applied. Cleaner notified regarding litter
Entrance Hall/Foyer/Corridor.	Congestion “pinch points” in foyer and steps to corridor. Door handles/light switches.	Identify “Pinch points” and affix warning. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided	Check sanitiser daily, empty bins regularly.
Main Hall & Jubilee Room	Door handles, light switches, tables, chairs, posters, curtains etc	Door handles, light switches tables etc to be cleaned by hirers before and after use. Carpet tiled floor not to be used by keep-fit type classes	Remove posters etc. Curtains tied back 17/5/21 Hand sanitiser provided

Upholstered seating.	Virus may remain on fabric		Chairs not presently in use
Committee Room	Social distancing more difficult in smaller areas. Handles, light switches etc	Recommend use of larger rooms. Surfaces etc cleaned by hirer before and after use. Carpeted floor not to be used for keep-fit type classes.	Consider not hiring.
Kitchen	Social distancing difficult. Handles/switches/surfaces/sinks/fridge/crockery/cutlery/electrical equipment Virus may remain on fabrics.	Hirers to be asked to control numbers using the kitchen to ensure social distancing. Hirers to clean before and after use. Hirers to bring own tea towels.	Cleaning materials are available. Consider closing when not needed at an event. Hand sanitiser/soap/paper towels/washing up liquid available.
Cleaner's cupboard. Conservatory store. Vacuum cleaner store	Social distancing not possible. Handles/switches	Recommend hirers not to use unless necessary. Vacuum cleaner to be made available, sanitised after every use.	Consider locking these areas except vacuum cleaner store, ensure the vacuum cleaner is sanitised after use.

Toilets	Social distancing difficult. Surfaces/switches/toilet seats/mirrors etc Baby changing	Hirer to control numbers. Hirer to clean all surfaces before and after event.	Engaged/vacant signs attached to doors. Soap/paper towels and toilet rolls always available.
Stage	Curtains Social distancing Lighting and sound controls	Tie back curtains to keep out of general reach Hirer to control access to lighting/sound equipment and clean before and after use.	Not likely to be in use.
Events	Handling cash and tickets Too many people arrive Social distancing.	Hirers to organise cashless payments For performances seats limited and spaced with 2 seats between household groups. Cash payments, if taken, handled by person wearing gloves.	Hirers to be informed accordingly.