

Harwell Village Hall Covid-19 Risk Assessment – 2nd September 2020

Purpose: To review the proposed re-opening plans, cleaning regime and Covid-related conditions for Hall Users on the basis of legal requirements for distancing etc. currently in force. A review will be required when there is a significant change to government regulations regarding meetings or activities.

Input Documents:

Covid special conditions applying to regular bookings as most 1-off activities still not permitted; FAQs on web pages

Terminology: User – anyone visiting Halls; Hirer – person responsible for booking.

Area or people at risk	Risk	Planned mitigation	Any further actions possible	By whom, date
Hall users, traders and public using High St. car park	Infection being passed by close proximity in Hall grounds Pedestrian safety due to congestion in car park	Not immediately an issue because: Wednesday regular bookings not returning until 2021 Thursday only one possible regular with small group	Consider again when a larger group booking coincided with trader visit.	
Hall users coming and going	Infection being passed by close proximity while waiting to enter, possibly from earlier or later booking	Booking schedule maintains gaps between booked periods, to ensure one group has left before another arrives.		
Hall users	Infection passed on or deposited on surface by person who may already have infection.	<ul style="list-style-type: none"> Hirers asked to ensure their users do not have symptoms of Covid-19 		
Hall users	Picking up infection from touched surface - door handles, curtain cords, window winders, chairs, AV and screen controls, heating controls, kitchen taps, cleaning equipment – mop handles etc.	<ul style="list-style-type: none"> Hirer to follow additional conditions for Covid-19 including to clean surfaces their users are likely to contact at start and end of session; Provide small open waste bins and liners for each space; hirer to dispose of if used; Provision of hand-sanitiser at entrances Hard-surface chairs only to be used where possible, not fabric-covered Hall to remove items from display that might be 		

		<p>touched unnecessarily</p> <ul style="list-style-type: none"> • Enable one inner door of each hall to be fixed open, to reduce handling • OH tiered seating not to be used within 3 days of previous use • Toilet-use regime to minimise surfaces needing cleaning • Hall's cleaner to clean all surfaces that may have been touched except furniture, twice a week • Steam cleaner available for users who need to disinfect the floor 		
Hall users	Picking up infection directly due to proximity to others	<ul style="list-style-type: none"> • Hirer to follow additional conditions for Covid-19 • Minimise use of main foyer; • Request that users go directly into the hall and follow hirer's instructions; • Hall to put up appropriate signs as reminders. • Hirer required to follow any guidelines issued by their governing body; • Hall has guidelines for numbers in each space for various distancing conditions, and illustrative plans • Toilet use minimises likely proximity of users • Use of kitchen minimal under current (August 2020) restrictions • For ticketed events encourage Hirer to take advance payments 		
Hall users, cleaners, anyone visiting hall	Picking up infection after Hall is notified that a user might have been infectious	Current cleaning regime as described by Covid-secure terms and conditions will be rigorous enough to protect users if followed. Mitigated by users agreeing to said terms and conditions before the booking is accepted.		
Hall users, cleaners, anyone visiting hall	Picking up infection after someone with possible symptoms has left the hall	<ul style="list-style-type: none"> • As per Terms and Conditions, the user is to notify booking admin immediately of this situation and then the whole hall will be immediately closed, notices posted on doors, 		

		and not re-opened until after full clean by documented procedure or at least 3 clear days have elapsed.		
Cleaner, Hall Admin, Trustees, any maintenance worker visiting Hall	Picking up infection from person or surface	<ul style="list-style-type: none"> • Ensure as far as possible visit doesn't overlap with use of hall. • Admin or Trustee to be present for any maintenance and ensure surfaces cleaned after. • Disposable gloves available. • Covid-19 cleaning regime • If any need to visit when hall in use then face-mask to be worn 		
Hall Trustees	Hall reputational damage due to perceived inadequate preparation for users, lack of cleaning supplies	<ul style="list-style-type: none"> • Regular checks that signs and supplies are in place, and cleaning is being done by Hirers • Follow up any queries from Hirer or users about signs or facilities • Cleaner to notify Hall admin directly of any shortfall • Display cleaning record on cleaning cupboard door 		
Hall Trustees	<p>Hall reputational damage due to:</p> <p>1. Litter of discarded face-masks etc.</p> <p>2. Congestion in High St car park caused by traders</p>	<p>Outside areas to be regularly checked & rubbish collected wearing gloves.</p> <p>Only need to consider when more user groups have returned.</p>	If it is apparent there is more outside litter then consider providing additional bins near hall entrances and Westfield car park, in which case add to cleaner duties.	