

HEADCORN VILLAGE HALL – COVID 19 RISK ASSESSMENT (JUNE 2020)

Area or People at Risk	Risk(s) Identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep clean premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers/unknown visitors.</p>	<p>Stay at home guidance (poster) if unwell at all entrances. Staff and 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 of deep cleaning required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths 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>Staff, contractors and volunteers – Who is 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. Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to work for the time being. Discuss situation with staff/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 work for the time being. Talk with staff, trustees and volunteers regularly to see if arrangements are working.</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. Ensure contact sheet is up to date. Details of a person’s medical condition must be kept confidential unless the employee/volunteer agrees it can be shared. It is important people know that concerns can be raised and will be addressed in a timely manner.</p>
<p>Car Park/paths/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues/litter.</p>	<p>The grounds and external entrances to the halls/rooms are large, however, if it is known that a considerable number of persons will be in attendance, a 2 metre area outside the entrance(s) with tape should be positioned to encourage care when queuing to enter. The hirer will be responsible for crowd management. Staff/cleaner asked to check area outside doors for rubbish which might be contaminated.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely where people congregate or for vulnerable people. Ordinary litter arrangements remain in place. Plastic gloves to be</p>

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		Wear plastic gloves and remove.	provided.
Entrance Hall/Foyer/Corridors	<p>Possible 'pinch points' and busy areas where risk in social distancing is not observed in a confined area.</p> <p>Door handles, light switches in Frequent use.</p>	<p>Pinch points identified as Longmeadow Hall lobby and main entrance foyer (although this in large). A one way system can be created using fire doors as exits if required (liaise with hirers).</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by the hall.</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Provide more bins in each hall, meeting room and empty on a regular basis.</p> <p>Ensure bookings are regularly spaced out to allow time to vacate the hall and car park before the next hire.</p>
Main Halls (Andred, Longmeadow)	<p>Door handles, light switches, tables and chair backs.</p> <p>Soft furnishings which cannot be readily cleaned between use. Projection equipment, screen, window curtains, fixed displays.</p>	<p>Door handles, light switches, tables and chairs and other equipment (owned by HVH) used, is to be cleaned by staff at the beginning of each day and after each hire period thereafter. Hirers however will still be responsible for cleaning surfaces used by their members regularly throughout their hire period plus any of their own equipment stored at the hall.</p> <p>Cushioned chairs are reserved for those who need them by reason of Infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Cushioned chairs are important for older infirm people. Avoid anyone else touching them unless wearing protective gloves. Chairs to be placed in quarantine for 24 – 48 hours.</p> <p>Remove or tie back curtains and any other items difficult to clean which are likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Small meeting rooms and offices.	<p>Social distancing is more difficult in smaller areas. Door handles, light switches, tables, chair backs.</p> <p>Carpeted floor less easily cleaned.</p>	<p>Recommend that hirers hire a larger meeting space and avoid use of the small room unless they are confident that social distancing can be achieved safely in accordance with their own risk assessment.</p> <p>Door handles, light switches, tables and chairs and other equipment (owned by HVH) which have been used are to be cleaned by staff after each hire period. Hirers will be</p>	<p>Only to be hired when main halls are not available or unless hirer can demonstrate that social distancing is achievable (i.e 1:1's).</p> <p>The Parish Office and Headcorn History Archive are not public</p>

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		responsible for cleaning surfaces used regularly during their hire period plus any of their own equipment which is stored at the hall. House Meeting Room not to be hired for floor exercise classes due to carpet on floor.	spaces and will need to be covered under their own risk assessments.
Kitchen(s)	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 and microwave.	Hirers are asked to control numbers using the kitchen so as to ensure social distancing, especially for those aged over 70. Hirers to clean all areas likely to be used before use and wash, dry and stow crockery and cutlery after use. Hirers must bring their own tea towels. Hand sanitiser, soap and paper towels will be provided. Consider requesting hirers to bring their own crockery (paper cups/plates).	Cleaning materials (dish cloth/washing up liquid) are in a clearly identifiable location.
Store Cupboard (Cleaner)	Social distancing not possible, however cleaner is a lone worker. Door handles, light switch, equipment.	Public access unlikely to be required. Cleaner to liaise with management re frequency and timing of cleaning to be carried out.	
Storage Rooms for Furniture and equipment	Social distancing not possible. Door handles in use. Equipment to be accessed and moved as and when required.	Equipment owned by HVH will be cleaned prior to putting away. Any equipment owned by the hirer, it will be their responsibility and/or named person to clean, access and stow away safely maintain social distancing guidelines.	
Toilets	Social distancing is difficult. Surfaces in frequent use are door handles, basins, toilet handles, seats, baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. The toilet facilities will be pre-cleaned by staff prior to arrival.	Ensure soap, paper towels and toilet paper are regularly replenished and bins emptied. Hand driers to be switched off. Handwashing poster to be displayed.
Boiler Room	Door handle, light switch, controls	Public access is not permitted.	

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Stage (Andred)	Curtains, lighting and sound controls, bannisters.	Open the stage curtains. Hirer to inform management if this area is required and cleaning will be organised as required.	
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