

COVID-19 Risk Assessment for re-opening Newport Village Hall – July 2020

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and Newport Village Hall cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

COVID-19 Risk Assessment for re-opening Newport Village Hall – July 2020

Area or People at Risk	Risk 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 cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. 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.</p>	<p>Staff/volunteers 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>Car Park/paths/ patio/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.</p>	<p>Notice outside entrance to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Tapes at 2 metre intervals in queuing area to give guidance on social distancing.</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>

COVID-19 Risk Assessment for re-opening Newport Village Hall – July 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Entrance hall/lobby/corridors	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.	Identify “pinch points” and busy areas. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Check bins in main hall, Green Room, kitchen, toilets. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use or by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Small meeting rooms	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as an isolation area. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.	Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected.

COVID-19 Risk Assessment for re-opening Newport Village Hall – July 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
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	Hirers are asked not to use kitchen for refreshments so as to ensure social distancing, especially for those over 70. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.	Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access. Will the eating and drinking generate further problems?
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before use and also after use prior to stowing. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours, and also to clean after use.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

COVID-19 Risk Assessment for re-opening Newport Village Hall – July 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.	