

Hazard Identification and Risk Assessment

Event Title: <i>Re opening of Waltham on the Wolds Village Hall</i>	Date(s): <i>Until lockdown restrictions are lifted</i>	Venue: <i>Waltham on the Wolds Village Hall</i>	Assessed By: <i>Charlotte Smith</i>	Date: <i>3rd August 2020</i>
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Item	Activity / Area of hall	Hazard	Risk Assessment (Without Controls)			Controls	Risk Assessment (With Controls)		
			P	S	R		P	S	R
1	Staff, contractors and volunteers – exposure of virus to hall ‘staff’	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths [cleaner]</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises [cleaner]</p> <p>Occasional Maintenance workers [Hall caretaker]</p>	3	3	9	<p>Stay at home guidance if unwell displayed at entrance and in Main Hall.</p> <p>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.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Guidance provided for cleaning for both Hall Cleaner and all users. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberized and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>All users to agree to special conditions of hire which include cleaning responsibilities.</p>	2	2	4
2	Vulnerable staff, contractors, volunteers and users	Staff/volunteers/ hall users who are either extremely vulnerable or over 70 or may be in a high-risk category as defined by the government.	3	3	9	<p>Staff and volunteers in the vulnerable category are advised not to attend work until government guidance changes.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</p> <p>Liaise with the hall’s ‘regular users’ who hire the facility on a weekly basis, to ensure that they are communicating to any vulnerable users within their groups and advising</p>	1	2	2

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		Mental stress from handling the new situation [hall staff]				<p>accordingly.</p> <p>Require contact details of all attendees to the regular classes and groups to be recorded in the event that the track and trace system should need to contact them. This will be the responsibility of the hirer.</p> <p>Staff, volunteers and hall hirers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns and these should be directed to the Chair of Waltham Village via the following email wvhchair@gmail.com</p>			
3	Pinch points inside or outside of the hall with people arriving and leaving classes.	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	3	2	6	<p>The hall is be hired out to only one user group at a time, with adequate time between bookings to allow for people to leave without crossover and for cleaning [by hirers] between bookings.</p> <p>Hirers should ask their customers to only enter the hall no earlier than 10 minutes before the designated start time and to wait, either in their vehicle, or socially distanced in the car park / playing fields. People should be discouraged from loitering outside the hall after classes.</p> <p>Each hirer is to encourage users to place their rubbish (including any cleaning materials, tissues, etc) into the designated bin bag provided for each class. This should then be place in the outside general waste bins at the end of each session.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues and to wear plastic gloves and remove.</p> <p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people</p>	1	1	1

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						congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place [via Parish Council]. Who's responsibility it will be to provide plastic gloves / PPE as appropriate.			
4	Good hygiene	Door handles, light switches in frequent use. People not adequately washing hands Social distancing in toilet areas.	3	4	12	Door handles and light switches to be cleaned regularly. Hand sanitiser stations are to be provided in the main entrance, kitchen and youth wing. This should be checked and topped up daily by the hall cleaner. Anyone entering the hall will be encouraged to wash their hands in the sink in the disabled toilet as they arrive. Hirers to be encouraged to wash hands regularly Provide more bins, in entrance hall, each meeting room. Empty regularly.	2	2	4
5	Use of the Main Hall	More than recommended amount of people within the hall at one time Touching the curtains and hall fixtures and fittings Unsuitable activities (as defined by government guidance) are carried out in the hall	4	3	12	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers Clean curtain cords weekly Limit activities which can take place within the hall in line with government guidance (singing, wedding receptions and theatre shows are not currently allowed) Limit number of people in the main hall to no more than 40, which should allow for 2 metre social distancing. Hirers should only use areas of the hall which they have hired and should not stray into other parts of the hall (such as the Harry Hunt Room and kitchen), to prevent areas not being cleaned. Hirers of the main hall should not use the stage area unless booked in agreement with the Booking Clerk. Responsibility for use of the hall whilst hiring is the duty of the hirer; the village hall management committee and Trustees are not able to manage each booking and trust that	2	2	4

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						individual hirers are following appropriate guidance for the activity that they are carrying out in the hall.			
6	Use of Harry Hunt Room	Most risks are the same as for the main hall (see 5 above). In addition, the following risks may also apply. Touching of the wireless hub, TV, Hearing Loop, tables and chairs (which are always out), bar area and kitchen hatch.	4	3	12	Mitigation measures are the same as for the main hall above; but the following measures should also be considered for the Harry Hunt Room: Provide advice on cleaning electrical items and remove any unnecessary items and add signage for the Wi-Fi code so that it is clearly visible without touching the hub. Provide signage to ask users not to touch any sockets, etc. Ensure users and the hall cleaner includes the serving hatch in the cleaning schedule if used. Ensure all tables and chairs are wiped down after use by users and regularly cleaned by the hall cleaner. Remove all seat cushions to prevent difficulty of cleaning. Ensure that the number of people in the hall is limited to 18. <i>Note: the maximum number of people for hiring both the main hall and Harry Hunt room is limited to 40 to provide social distancing between the 2 rooms.</i>	2	2	4
7	Use of Youth Wing	Spread of virus through use of Youth Wing primarily by the Scouts through using toilet facilities, kitchen, touching handles, etc	3	3	9	Use of Youth Wing limited to Scouts Group only during the week who have agreed to clean it after each use. Note that the Scouts will be meeting outside where possible and are following guidance from Scouting UK about when it is safe to hold meetings indoors again. East Midlands China Artists are the only other group who use the Youth Wing once a month on a Saturday, and the hall cleaner will clean the area after them. The door between the stage and Youth Wing will remain locked to prevent user groups moving between the two areas.	2	2	4
8	Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent	3	2	6	Cushioned chairs reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them	2	2	4

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		cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.				unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves. Wooden chairs from the Harry Hunt Room should be used primarily and the store cupboard should be kept locked where possible to prevent upholstered chairs being used.			
9	Small Meeting room / mezzanine / Office	Social distancing more difficult in smaller areas Door and window handles and light switches touched. Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	3	2	6	The upstairs areas will be out of bounds to hirers; with the (locked) office upstairs only accessed by the Parish Council Clerk, the Village Hall Chair, Vice-Chair, Caretaker and Manager. Surfaces and equipment to be cleaned by the Parish Council Clerk including wiping any share equipment / surfaces such as the copier, printer, laminator, etc The small meeting room to be kept locked and the no entrance barrier at the bottom of the stairs to be kept in place. Remove any unnecessary furniture, pictures, items from the mezzanine area.	1	1	1
10	Use of kitchen	Social distancing more difficult in smaller space Door and window handles Light switches touched. Working surfaces, sinks Cupboard/drawer handles. Fridge / freezer / crockery /cutlery / Kettle/ hot water boiler / cooker	4	3	12	Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before and after use, wash, dry and stow crockery and cutlery after use. Preferably using the dishwasher. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Encourage hirers to bring their own food and drink for the time being. Kitchen to remain locked unless booked by hirers to prevent unnecessary access	2	2	4
11	Cleaning cupboard	Social distancing not possible	3	2	6	Only one person (the main hirer) to access the cleaning cupboard at one time.	2	2	4

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		Door handles, light switch				Hirers should replace all cleaning items in the cupboard and wipe the door handle on leaving.			
12	Chair store	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use Upholstered seating which is more difficult to clean.	3	3	9	The chair store cupboard will be kept locked unless access is specifically required. The hirer should clean any equipment removed from the store before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	2	2	4
13	Toilets	Social distancing difficult. Surfaces in frequent use including door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors	4	3	12	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. Engaged/vacant signage provided on the outer toilet doors and posters to encourage 20 second hand washing. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.	2	2	4
14	Boiler Room	Door handle, light switch Social distancing not possible	2	2	4	Public access not allowed as the door is kept locked. Access is only required by the Village Hall Caretaker and Manager and each should wash hands before entry and wipe anything which has been touched after use.	1	1	1
15	Stage Area and under stage storage	Curtains touched Social distancing on the stage Lighting and sound controls Equipment on stage and	3	2	6	Leave the stage curtains open so that no one is required to touch them. Stage to remain out of bounds unless the hirer has requested use. Hirer to control access to stage and the cupboard and clean as required. All equipment should be cleaned before and after use – these items are the responsibility of the hirer and	2	2	4

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		in the under stage cupboard (mainly used by the school)				will not be cleaned by the Village Hall Cleaner Sound and lighting equipment are kept locked away and can only be set-up and used by arrangement with the Booking Clerk			
16	Events and bar	<p>Handling cash and tickets</p> <p>Too many people arrive</p> <p>Dancing and high-risk activities are undertaken</p> <p>Bar staff exposed to the virus</p>	4	3	12	<p>All large events have been cancelled until 2021; including wedding receptions.</p> <p>Booking for any future events will be through online e-ticketing such as Eventbrite to prevent paper tickets and provide contact details in the event these are needed by track and trace. Pre booking will be essential for all events to prevent over crowding.</p> <p>Seating for future events will be distanced (in accordance with guidance) and in rows to prevent anyone facing anyone else. Only activities which have been approved through government guidance will be permitted to take place.</p> <p>As far as possible, the hall will only offer cashless payment through both the bar and for payment of hire fees. Where cash payments are unavoidable, these will be handled by one person only who will wear gloves.</p> <p>Preparations for the reopening of the bar will commence once wedding receptions are allowed inside again. These will include the use of PPE and consideration of table ordering through an app. The bar will remain closed until these are complete.</p>	2	2	4
17	Someone within the hall presents with Covid-19 symptoms	<p>Risk to others in the hall at the same time</p> <p>Risk to the cleaner and other hall staff who undertake deep clean</p>	2	4	8	<p>An isolation area is provided on the mezzanine with appropriate PPE and instructions</p> <p>All users will be asked to leave the hall, first washing their hands and to contact the track and trace system to be tested.</p> <p>The hirer will ensure that all users within their group have provided contact details</p> <p>The user will be responsible for contacting a family member (or calling for medical assistance if required), to ensure that</p>	2	2	4

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					<p>the unwell person is able to get home safely and with minimal contact with anyone else.</p> <p>The user will contact the Village Hall Booking Clerk immediately who will cancel all bookings for the next 2 days and alert the Village Hall Chair and Cleaner.</p> <p>The cleaner will undertake a deep clean of the hall after leaving the building for 24 hours and wearing appropriate PPE. All rubbish will be disposed of safely in the outside bin.</p>			
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