

Latest Government Guidance allows community centres and other multi-use community facilities to open on 4 July 2020 provided core principles for safely reopening are followed to make the space COVID-19 Secure.

There are 5 key points that must be observed to make the space COVID-19 Secure: -

- **Minimise contact with individuals who are unwell: Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.
- **Clean your hands often:** Sanitiser should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens. Hot air hand dryers are not recommended as they distribute droplets.
- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. “Catch it, Bin it, Kill it” posters will be displayed.
- **Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. Bookings can be accepted for events where social distancing can be maintained, the number of people each person has contact with is reduced to a small group and/or contacts below 2m are minimised and transitory, but crowded events cannot yet be held.

What is the hazard?	COVID-19 is an illness that is caused by a virus called Coronavirus and this risk assessment is to assist to reduce the spread of COVID-19 Coronavirus
Why is it a risk?	People who become infected (directly and indirectly) can have symptoms that are mild, moderate, severe, or fatal. The virus is highly contagious, and people can pass the virus onto other members of their family or public who could develop the symptoms and in turn pass the virus on to others.
Who is at risk?	<ul style="list-style-type: none"> • Staff • Trustees • Volunteers • Hirers (Includes users and lead person for Village Hall activities / events) • All Visitors to our premises including Members of public • Contractors • Vulnerable Group - Elderly, Pregnant workers, those with existing underlying health conditions (“Stay at Home” and follow Government advice)

This Risk Assessment has been prepared following consultations with Staff, Trustees, Hirers, and some Volunteers.

For events organised by the village hall, meetings will be held with lead trustees and volunteers for each event and any additional risks identified and noted on an event specific risk assessment. For trustees or volunteers who are either extremely vulnerable, over 70 or have concerns about COVID 19, we will discuss with them and identify whether the provision of PPE and the cleaning regime in place for the hall is sufficient to mitigate the risks and their concerns, or if there are any extra measures that we should consider. If this is not possible then they will be advised not to attend.

Wereham Village Hall will share this Risk Assessment with all hirers, and in return we require from each hirer either a Risk Assessment or a statement of how they will manage risks, to reduce anxiety and help avoid any misunderstandings.

Everyone is asked to comply with signage, particularly for new requirements for entry and exit of rooms, social distancing and hygiene and handwashing advice.

Risk	Action/Management	Additional Controls	Action by who	Action by when	Done by and When
Contact with individuals who are unwell	No unwell individuals are allowed in the centre and if they attend, they must be sent home.	<ul style="list-style-type: none"> Poster displayed in outdoor noticeboard, at front door and on notice board in foyer 	JE	13 July 2020	JM / JE 12 July 2020
	Designated space for someone who becomes unwell at the hall with suspected COVID 19 symptoms and needs to wait until transport home or to the hospital is available.	<ul style="list-style-type: none"> Meeting Room designated as space for isolating. 			Done
		<ul style="list-style-type: none"> HALL TO BE CLOSED FOR 72 HOURS AND A DECONTAMINATION CLEAN CARRIED OUT 			Ongoing
	Details of people who have been in contact with suspected patient to be taken and passed to The Test, Track and Trace service.	<ul style="list-style-type: none"> Details of all people visiting the hall to be taken and held for 21 days after which it can be destroyed. 	STAFF		Ongoing
<ul style="list-style-type: none"> Details of all people who attend activities / events to be taken and held for 21 days after which it can be destroyed. 		HIRER		Ongoing	
Hand Cleanliness	Everyone is reminded to regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	<ul style="list-style-type: none"> Posters are displayed in toilets, kitchen, meeting room and on the notice board in the foyer. 	JE	13 July 2020	JM / JE 12 July 2020
	Hand washing facilities with liquid soap, running water and paper towels are in place in meeting room, toilets, and kitchen	<ul style="list-style-type: none"> Regular checks during day to ensure that liquid soap and paper are replenished when needed. 	STAFF		Ongoing
	Hand sanitiser station in foyer near front door Hand sanitiser station in main hall, near entrance into kitchen.	<ul style="list-style-type: none"> Regular checks during day to ensure that sanitiser station hand gel is replenished when needed. 	STAFF		Ongoing
	Hand gel in meeting room and kitchen	<ul style="list-style-type: none"> Regular checks during day to ensure that hand gel is replenished when needed. 	STAFF		Ongoing
Respiratory Hygiene	Reminders to catch coughs and sneezes in tissues	<ul style="list-style-type: none"> “Catch it, Bin it, Kill it” posters placed in toilets, meeting room and on notice board in foyer. 	JE	13 July 2020	JM / JE 12 July 2020

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	Avoid touching face, eyes, nose, or mouth with unclean hands.	<ul style="list-style-type: none"> Poster placed in meeting room and on noticeboard in foyer 	JE	13 July 2020	JM / JE 12 July 2020
<p>Surface Cleanliness Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping the hall clean reduces the potential for coronavirus to spread and is a critical part of making and keeping your business 'COVID-secure'</p> <p>Frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toilet seats, flush handles, etc</p>	<p>Deep cleaning is a thorough clean of all frequently touched surfaces.</p> <p>Periodic cleaning is cleaning at different times throughout the day. Periodic cleaning can include cleaning items immediately after use as well as cleaning surfaces on a regular basis throughout a single day.</p> <p>(See Cleaning Schedule for details of objects and surfaces to be cleaned by Staff and appropriate products and methods to be used)</p>	<ul style="list-style-type: none"> A deep clean will be made once a week by the staff. Periodic cleans will be made during the day. Record of when all cleans are carried out to be kept. 	STAFF		Ongoing
	<p>Whilst the hall will be cleaned regularly by our staff, it will not be possible to guarantee that the hall will be cleaned before each event, especially at weekends</p> <p>Use of Wereham Village Hall table, chairs, and equipment. Cleaning regime by hirers.</p> <p>(See Cleaning Schedule for details of objects and surfaces to be cleaned by Hirers / Users and appropriate products and methods to be used)</p>	<ul style="list-style-type: none"> Hirer to be given instructions of the cleaning regime and proper use of cleaning materials and products. Village Hall to provide cleaning materials and single use PPE (Disposable gloves and aprons) 	HIRER		Ongoing
		<ul style="list-style-type: none"> Hirer to be allowed 15 minutes before and after booked times to allow for cleaning. (There will be no charge to Hirers for this time). 	HIRER		Ongoing
		<ul style="list-style-type: none"> Hirer will complete a tick list to confirm what and when they have cleaned. 	HIRER		Ongoing
		<ul style="list-style-type: none"> Hirer to use plastic chairs whenever possible. 	HIRER		Ongoing
	<p>Fabric chairs</p> <p>As fabric is difficult to sanitise, we will be using a rotation system for these chairs so that they are stored for 72 hours between use.</p>	<ul style="list-style-type: none"> Hirer to let the staff know how many fabric chairs are required for their event and these will be put out on their trolley(s) in the room for use. 	HIRER		Ongoing

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	Staff / Trustees will take the chair trolley(s) out of the storeroom and put them back after use, clearly marked when they were last used and when can be used again.	• After use, Hirer to restack the chairs on the trolley(s) and leave them at the side of the room	HIRER		Ongoing
		• Users must not take fabric chairs out of the storeroom.	HIRER		Ongoing
	Use of furniture and equipment not owned by Village Hall but stored in storeroom	• Hirer to identify cleaning regime for equipment and will be required to clean any equipment used during their hire before returning equipment to storage areas.	HIRER		Ongoing
		• Hirer to provide own cleaning materials but single use PPE (aprons and gloves) can be provided if requested	HIRER		Ongoing
	Use of private equipment not stored at Wereham Village Hall	• Responsibility of the hirer, who should have their own risk assessment	HIRER		Ongoing
	Reduce the need for cleaning Reducing people’s contact with surfaces and objects is better than relying on cleaning once contact has taken place.	• Prop open doors to avoid the need to touch handles (excluding fire doors or other doors that must be kept closed)	HIRER		Ongoing
		• Fit sensors to front doors so that they operate automatic doors.	COMMITTEE	Nov 2020	
		• Blinds not to be used except by agreement and only cords MUST be touched	HIRER		Ongoing
		• Limit the equipment used to the essentials. (e.g. Do I need that table or chair?)	HIRER		Ongoing
		• Hirers to remind groups not to touch surfaces unnecessarily.	HIRER		Ongoing
Use of kitchen space.	• Minimise use of kitchen space by only using when necessary. (e.g. users to bring own drinks / food) and /or bringing own crockery	HIRER		Ongoing	

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		and cutlery to use and take away to wash			
		<ul style="list-style-type: none"> Users must thoroughly wash all crockery and utensils and clean down work areas as per the cleaning schedule. 	HIRER		Ongoing
		<ul style="list-style-type: none"> Dishwasher must only be used if hirer has been given an induction and shown how to use it. 	HIRER		Ongoing
	Meeting Room Work surfaces like desks, workstations computer keyboards, printers, touch screens, monitors, phones, and shared equipment	<ul style="list-style-type: none"> All equipment to be clean at the start and finish of the working day. 	STAFF		Ongoing
Social Distancing General	Room capacity to allow for the 2m social distancing guideline. Main Hall – 18m x 10m = 180m ² Capacity 45 persons Community Room – 5.5m x 4.4m = 24.2m ² Capacity 6 persons Meeting Room – Not for hire. Foyer – Maximum of 2 people Kitchen – Maximum of 4 people Storeroom – Maximum of 2 people	<ul style="list-style-type: none"> These are theoretical capacities and can reduce based on equipment used (e.g. tables and chairs) and layout required for hire. 	HIRER		Ongoing
		<ul style="list-style-type: none"> Hirer responsible for ensuring social distancing can be maintained and capacity is not exceeded 	HIRER		Ongoing
		<ul style="list-style-type: none"> Before accepting bookings above the capacities above, Hirers will have to provide a risk assessment and demonstrate acceptable mitigation measures will be put in place and managed 	HIRER / STAFF		Ongoing
		<ul style="list-style-type: none"> Capacities can be increased if appropriate mitigations measures are put in place. Mitigation measures include: <ul style="list-style-type: none"> Wearing face coverings Sit / stand side by side or behind other people, rather than facing them 	<ul style="list-style-type: none"> For Village Hall events (Bingo, Car Boot, Cinema etc), lead volunteers to produce risk assessment and Committee to approve. 	LEAD VOLUNTEER / COMMITTEE	

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	<ul style="list-style-type: none"> Meet people outdoors, rather than indoors Keep interactions brief Increase ventilation Maintaining high levels of hand hygiene and cough etiquette Thorough and regular cleaning of shared areas, including toilets Keeping records for use by Track and Trace 				
	Behaviour of Groups in the rooms The Hall has little influence over the conduct of hirers whilst in the room.	<ul style="list-style-type: none"> Social distancing to be overseen by the hirer. 	HIRER		Ongoing
		<ul style="list-style-type: none"> If any Hirer / User fails to social distance and it comes to the attention of Staff / Trustees, the Hirer will be given a warning. 	HIRER / STAFF		Ongoing
		<ul style="list-style-type: none"> If there are any further breaches, then ultimately hire could be cancelled. 	STAFF / COMMITTEE		Ongoing
		<ul style="list-style-type: none"> Poster on notice board reminding of requirement to observe social distancing. 	JE	13 July 2020	JM / JE 12 July 2020
Social Distancing Car Park / Front entrance	Unless car park is closed, difficult to introduce social distancing.	<ul style="list-style-type: none"> As any interactions are brief, then risk is extremely low, and no actions proposed. 			Done
	Manage queue outside	<ul style="list-style-type: none"> Stagger arrival and departure times so that people do not use entry and exit points at the same time. 	HIRER		Ongoing
		<ul style="list-style-type: none"> mark out 2m spaces on outside pathway 	JE	13 July 2020	JE 12 July 2020
		<ul style="list-style-type: none"> When possible set front door to open so that people can walk straight in 	HIRER		Ongoing
Social Distancing	Discourage users congregating in foyer	<ul style="list-style-type: none"> Users to go straight to main hall or community room for their activity. 	HIRER		Ongoing

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Foyer Area		<ul style="list-style-type: none"> After activity in main hall, users to leave by fire door nearest kitchen 	HIRER		Ongoing
		<ul style="list-style-type: none"> After activity in community room, users to leave by front door. Individuals to be reminded to ensure no-one is trying to enter hall as they are leaving 	HIRER		Ongoing
Social Distancing Café (Takeaway service only)	People wanting to order from café.	<ul style="list-style-type: none"> Where possible people per-order and pick up order at given time 	STAFF		Ongoing
		<ul style="list-style-type: none"> Otherwise, order and pay at the hatch and if safe (e.g. no-one already using foyer) wait inside, otherwise asked to wait outside. 	STAFF		Ongoing
		<ul style="list-style-type: none"> Mark one metre zone in front of hatch in foyer, to assist social distancing. 	JE	13 July 2020	JE 12 July 2020
		<ul style="list-style-type: none"> Portable Plastic screen to be provided for use at hatch 	STAFF		Ongoing
Social Distancing Meeting Room	Meeting room is not for hire but for use the of staff with no entry for public. Also designated as space for isolating.	<ul style="list-style-type: none"> Notice on meeting room door saying No entry 	JM	13 July 2020	JM 12 July 2020
		<ul style="list-style-type: none"> Public encouraged to contact hall by telephone, text, or email 	STAFF		Ongoing
		<ul style="list-style-type: none"> Any “face to face” transaction to take place at small hatch in kitchen 	STAFF		Ongoing
Social Distancing Toilets To assist cleaning and for control of virus, for most activities it is proposed to restrict use by everyone to	“One in – One out” policy to be adopted.	<ul style="list-style-type: none"> Limit to one person / family at a time. 	HIRER		Ongoing
	Queuing	<ul style="list-style-type: none"> Wherever possible, any toilet breaks for activities to be staggered and people wait in main hall / community room until toilet is free to use. 	HIRER		Ongoing
		<ul style="list-style-type: none"> Door to remain open when not in use. 	HIRER		Ongoing

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the disabled toilet only, which has all facilities including baby change.	Users take appropriate hygiene measures before and after using the facility.	<ul style="list-style-type: none"> Users to wipe toilet seat, flusher and door handle with wipes provided. 	HIRER		Ongoing
Social Distancing Toilets For bigger events and when it is difficult to stagger toilet breaks, Ladies and Gents toilet will be opened	Measures taken to assist cleaning and for control of virus	<ul style="list-style-type: none"> For larger events (e.g. car boot) steward to be used to manage toilet use. 	HIRER		Ongoing
		<ul style="list-style-type: none"> Limit to one person / family at a time. 	HIRER		Ongoing
		<ul style="list-style-type: none"> Wherever possible, any toilet breaks for activities to be staggered and people wait in main hall / community room until toilet is free to use. 	HIRER		Ongoing
		<ul style="list-style-type: none"> Restrict use of toilet to one cubicle, one urinal and one wash basin by blanking off areas of toilets areas. 	HIRER		Ongoing
		<ul style="list-style-type: none"> In use / free sign placed on entry doors 	HIRER		Ongoing
		<ul style="list-style-type: none"> If possible, baby change restricted to disabled toilet. 	HIRER		Ongoing
Social Distancing Storeroom in main hall		<ul style="list-style-type: none"> Only one person to be allowed into storeroom at any time but by exception two persons if heavy or unwieldy equipment is being moved 	ALL		Ongoing
Social Distancing Cleaning cupboard	Restricted to staff and trustees only	<ul style="list-style-type: none"> Maximum of 1 person 	STAFF		Ongoing
Social Distancing Kitchen	Kitchen to be considered as three areas. Area 1 – Main kitchen - Between Oven and central table – 1 person Area 2 – Main kitchen - Between main serving hatch and central table – 1 person Area 3 – Washing up area – 2 persons	<ul style="list-style-type: none"> Maximum of 4 persons in kitchen at any one time, unless “family group” 	HIRER		Ongoing

Risk	Action/Management	Additional Controls	Action by who	Action by when	Done by and When
Rubbish and handling of rubbish can provide cross contamination opportunities. These provide opportunity for spread of virus.	All Rubbish must be placed in the bins provided.	• Bin liners to be used in all waste bins	ALL		Ongoing
		• Each bin will be emptied regularly, and bin liner closed / sealed before being disposed of.	STAFF		Ongoing
		• Each hirer / user will be responsible for removing their rubbish, included any PPE used, at the end of the hire.	HIRER		Ongoing
		• Users should wash hands / use hand sanitiser after emptying bins.	ALL		Ongoing
	Car park and areas around Village Hall to be checked regularly for potentially contaminated waste (e.g. tissues) and removed.	• Any rubbish to be removed and placed in waste bin.	STAFF		Ongoing
		• Disposable gloves to be worn and put in waste bin after use.	STAFF		Ongoing
		• Hands to be washed thoroughly.	STAFF		Ongoing
Handling Cash and tickets	Cashless payments to be made as far as possible.	• For events, tickets to be bought and paid for through the Village Hall online booking system.	STAFF		Ongoing
		• After handling cash, wash or sanitise hands	STAFF		Ongoing
Café General	See separate risk assessment for use of café by staff during the day and volunteers at Village Hall events.		STAFF / TRUSTEES / VOLUNTEER		Ongoing
Legionella bacteria	Hot water system	• Hall system has in-built Legionella prevention cycle which runs automatically once a week. No further action			Done
	Cold water system	• Run cold water through taps for 5 minutes	JM / JE	13 July 2020	JM / JE 12 July 2020
		• Flush toilets and urinals	JM / JE	13 July 2020	JM / JE 12 July 2020
Fire Risks	Ensure Fire Safety Risk Assessment and routine	• Carry out Fire Log checks before opening	JE	13 July 2020	JE

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	fire safety checks are up to date.				9 July 2020
		<ul style="list-style-type: none"> • Check fire exit doors are all working correctly 	JE	13 July 2020	JE 9 July 2020
Routine H&S and Other Risks	Ensure no new risks introduced because of meeting COVID-19 guidance	<ul style="list-style-type: none"> • Check other risk assessments against new CORVID risk assessment. 	JE	13 July 2020	JE 9 July 2020
PPE Where Risk Assessment / working methods show it is required	Gloves (Note - wearing of gloves is not a substitute for good hand washing).	<ul style="list-style-type: none"> • Strong rubber gloves (Marigold or similar) to be provided for Staff and used when cleaning. After use they are to be washed and stored in a clean place. Alternatively, Staff can elect to use the disposable gloves available 	JE	13 July 2020	JE 13 July 2020
		<ul style="list-style-type: none"> • Disposable gloves will be available for all other users. 	JE	13 July 2020	JE 12 July 2020
	Aprons	<ul style="list-style-type: none"> • Disposable aprons will be available for staff and all other users. 	JE	13 July 2020	JE 12 July 2020
	Masks	<ul style="list-style-type: none"> • Disposable masks will be made available for staff only, but wearing masks is discretionary, unless required to meet any specific guidance and / or legislation. 	JE	13 July 2020	JE 12 July 2020
Mental Health	Support for mental health and wellbeing awareness to staff during the Coronavirus outbreak. Useful Reference Document https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/	<ul style="list-style-type: none"> • Trustees available to discuss and help with any concerns. 	ALL		Ongoing