

Beare Green Village Hall Covid Risk Assessment, April 2020 (updated October 2020)

Responsible parties : Beare Green Village Hall Trustees

Note that for the national lockdown period 5th November to 2nd December we are closing the hall to group bookings

Risk 1. : persons entering the hall with contaminated hands.

Mitigating actions identified:

- A. installation required of a wall-mounted hand sanitiser dispenser in a prominent location near main entrance
- B. wall-mounted hand sanitiser to be kept topped up as part of cleaning procedure

- both actions taken

Risk 2. : persons using the multiple-occupancy-vestibule toilets within which proximity of less than 2 metres in the sinks area cannot be avoided

Mitigating actions identified:

- A. men's and ladies' loos both closed entirely until the covid-19 crisis is over; will only be re-opened by agreement of the trustees. Only the single-occupancy disabled loo remains in use.
- B. notice to be added to disabled loo sink telling people to wash hands there with soap for at least 30 seconds to beat covid

- both actions taken

Risk 3. : contamination of soft chairs in main hall

Mitigating actions identified:

Removed all soft chairs; replaced with hard plastic chairs

Risk 4. : hall is unsuitable for the monthly lunch club for the elderly, due to their high risk and the close proximity in numbers that is inevitable

Mitigating actions identified and taken: monthly lunch club cancelled in communication and agreement with its organisers

- complete

Risk 5. : hall is unsuitable for the usual children's parties held there on weekends, due to their high risk

Mitigating actions identified and taken: all such bookings cancelled, no more such bookings accepted

- complete

Risk 6. : users need to be able to ensure good air circulation. Some may need to use fire exit (wedge the exterior fire door open) to create a one way system. One of the main hall windows is jammed and

Mitigating actions identified and taken:

- A. permission given to use fire exit (wedge the door open) to create a one way system, which is being used by one user group;
- B. main hall window lock mended so all main hall windows can be opened (so can small hall)

- complete

Risk 7. : cleaner may run out of sterilising fluid

Mitigating actions identified and taken: secure a generous stock, including a spray-on wipe-off type for use with the hard plastic chairs

- complete

Risk 8 : changing circumstances :

Mitigating actions identified and taken:

Trustees to be circulated with and all read incoming guidance received from time to time by the chairman from ACRE via Vicky Lednor (VickyL@surreyca.org.uk) ; communicate on to our users as relevant.

Risk 9. : communicate with all our regular users that they are responsible for their own risk assessment;

Mitigating actions identified and taken

Prepare revised terms and conditions which and circulate to the leaders of each regular user session making clear that we do not clean for them between each session, and not use our cups/crockery – they should tell each client to bring their own labelled drink bottle and be sure to each only use their own. The revised terms and conditions remind the leaders of each regular user session to consider social distancing and passing distances/circulation as their clients move about/group sizes in relation to available space. About half our regular users (including the riskiest ones) and all weekend parties have cancelled. Library has cancelled, due to book handling risks.

All the above complete.

Risk 10. : the trustees normally organise a summer fun day. This entails food and drink being consumed by a number of locals outside, including alcohol. Risk considered too great

Mitigating actions identified and taken:

Event cancelled, as was our September “music in the park” event

Risk 11. : the trustees normally organise at least two jumble sales a year in main hall. It would not be possible to quarantine the donated items prior to the sale, as people are accustomed to bring them on the morning. There would be a risk of contamination.

Mitigating actions identified and taken:

Event cancelled