

**CRADLEY VILLAGE HALL COVID-19 RISK ASSESSMENT**

**NOTES:** To comply with social distancing guidelines the Committee has set the maximum number of attendees as 24 seated and 15 taking part in physical activity.

**RED actions are mandatory requirements**

**ORANGE actions are strongly recommended by ACRE**

**GREEN actions avoid potential areas of risk**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p><b>Self-employed cleaner, contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood of exposure.</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>	<ul style="list-style-type: none"> <li>• Stay at home guidance if unwell at entrance and in Main Hall.</li> <li>• Self-employed cleaner and contractors to provide their own protective overalls and plastic or rubber gloves.</li> <li>• Hold details of external firm in the event deep cleaning is required.</li> <li>• Provide anti-bacterial wipes for use by committee members.</li> </ul>	<p>Posters put up 20/8</p> <p>Agreed with cleaner.</p> <p>External firm for deep clean identified. Chair has details. 4/8</p> <p>Antibacterial wipes provided, in kitchen 19/8</p>
<p><b>Self-employed cleaner, contractors and volunteers -</b> think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70. Volunteers carrying out caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<ul style="list-style-type: none"> <li>• Do not use volunteers at the current time.</li> <li>• Ensure committee members are aware of risks before carrying out caretaking or maintenance duties.</li> </ul>	<p>E-mail to committee members and key holders sent by Chair 10/8</p>

<b>Paths/patio/external areas</b>	Social distancing is not observed as people congregate before entering premises.	<ul style="list-style-type: none"> <li>Put out 2 metre waiting signage at entrance to ramp outside front door to encourage care when queueing to enter.</li> </ul>	Signage available and included as requirement in Special Conditions of Hire 18/8
<b>Entrance hall/corridors</b>	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. Library shelves in regular use.	<ul style="list-style-type: none"> <li>Place social distancing notice in entrance hall.</li> <li>Close off ‘dead-end’ corridor to second toilet and stairs to first floor.</li> <li>Mark one-way system clearly.</li> <li>Door handles and light switches to be cleaned regularly.</li> <li>Hand sanitiser to be provided by front door</li> <li>Provide Library “quarantine shelf” and notices to deter dumping.</li> </ul>	Posters put up 20/8  Closed off 23/8  Complete 23/8  Cleaning rota agreed 17/8  Hand Sanitiser in place 19/8  Completed 20/8
<b>Main Hall</b>	Door handles, light switches, window catches, tables, chair backs. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	<ul style="list-style-type: none"> <li>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</li> <li>Social distancing guidance to be observed by hirers in arranging their activities.</li> <li>Hirers to be encouraged to wash hands regularly.</li> </ul>	All included in Special Conditions of Hire 18/8  Sent to Hirer on completion of all other actions 23/8

<b>Upholstered chairs</b>	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	<ul style="list-style-type: none"> <li>• Clean metal parts regularly touched before use.</li> <li>• Rotate use of upholstered chairs.</li> <li>• Ask those moving them to wear plastic gloves.</li> </ul>	Included in Special Conditions of Hire 18/8
<b>Heritage Room</b>	Social distancing more difficult in smaller areas Door handle, Light switches. Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	<ul style="list-style-type: none"> <li>• Exclusive use by Post Office at present time.</li> <li>• Only one customer at a time permitted.</li> <li>• Waiting area in Main Hall.</li> </ul>	Marked out and one way system in place. Checked 20/8
<b>Kitchen</b>	Shape of kitchen unsuitable for social distancing.	No public access at present time.	
<b>Cleaning cupboard</b>	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
<b>First Floor</b>	Social distancing not possible Door handles, light switch	No public access at present time.	
<b>Toilets</b>	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and mirrors.	<p>Second toilet at end of corridor closed to public.</p> <p>Hirer to control numbers accessing toilet at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless pre-cleaned out of hours.</p> <p>Consider posters to encourage 20-second hand washing.</p>	<p>All included in Special Conditions of Hire 18/8</p> <p>Hand washing posters in place 20/8</p>