



UGBOROUGH VILLAGE HALL

Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs Philomena Jones	Mrs K Brampton
14 Seldons Close	3, The Square	Chickpea Cottage	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NG	PL21 0NJ

COVID-19 Risk Assessment for Ugborough Village Hall – 17 June 2020

This document is a COVID-19 risk assessment for Ugborough Village Hall. It is to be read in concert with the existing risk assessment. The COVID-19 Risk Assessment is carried out in consultation with the caretaker/cleaner and is provided to key voluntary organisations which extensively use the hall as a document to be observed as part of the Special Conditions of Hire.

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.
3. The Committee must be notified of anyone who has used the Hall and tested positive for COVID-19.
4. This document is not a replacement for individual hirer risk assessments required by the government or regulatory bodies. It is not a substitute for independent professional and/or legal advice.

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**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers.	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.	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. Sanitiser station to be placed inside.	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.
Staff, contractors and volunteers.	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's

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	tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.	protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Committee members liaise regularly to see if arrangements are working.	medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared. It is important people know they can raise concerns.
Exterior areas and stairway	Social distancing is not observed as people congregate before entering premises. Exit and entrance areas too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Use one-way system if possible, or ensure marshals control flow at front door. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Sanitiser station to be placed outside.	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. PPE is provided by users and the caretaker/cleaner as required.
Entrance hall/lobby/corridor	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.	Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by users.	Marshalling and signage direct correct use of corridors and entrances.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Projection equipment. Screen. Window curtains, 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 use and weekly by caretaker. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Hirers provide hand sanitiser.
Committee Room	Social distancing more difficult in smaller areas. Door and window handles Light switches Tables, chair backs and arms.	Recommend hirers hire larger hall space and avoid use of small room. Surfaces and equipment to be cleaned by hirers before use and weekly by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes.	Hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a "kettle point" to avoid two groups using the same kitchen.
Kitchen	Social distancing	Hirers are asked to control	Cleaning materials

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	more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels, hand sanitiser, soap and paper towel to supplement that provided.	available in clearly identified location, eg box on the kitchen surfaces, regularly checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch. Door handles in use. Equipment needing to be moved.	Access limited to those authorised. Cleaner to decide frequency of cleaning.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats, 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 Consider engaged/vacant signage 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.

Stafford Williams
Secretary