

## COVID-19 RISK ASSESSMENT 2020

**Name of premises:** NORTHCHAPEL VILLAGE HALL  
**Operated & maintained by:** Northchapel Village Hall Management Committee

Area or People at Risk	What are the hazards (Risk identified)	Actions to take to mitigate risk	What further action is necessary?	Action by whom?	Terms & Conditions Covid-19 Addendum*
<p>The Village Hall Management Committee has taken all steps necessary to ensure that the Hall is as Covid-19 secure as possible and it will continue to be maintained to a very high standard. Hirers will be made fully aware of their new responsibilities too through the revised Terms &amp; Conditions (Addendum) which they must sign as read, prior to the period of hire.</p>					
Staff, contractors, volunteers, visitors & hirers (especially the elderly, people with underlying health conditions and pregnant women)	Cross-contamination	Stay home if unwell" signs displayed at entrance and in main Hall.		JD	Hirers and event organisers must clean the key areas* and equipment to be used at the finish of the period of hire. They should use the disinfectant provided on a paper cloth to wipe rather than spray especially around switches & electrical appliances. *All door handles, light switches, worktops, window handles, blind pulleys, chairs, tables, taps to be disinfected if used.
		Hand sanitising stations set up with signs.	Monitor for refilling	KB	
		Hand washing facilities with soap, water and hand-driers in place.	Hand-washing guidance displayed	JD	
	Paper towel & hard surface cleaner stations set up with signs. Bin provided.	Frequent check for top-ups	KB		
Coughs & sneezes		'Catch it! Bin it! Kill it' signs displayed. Tissues provided.	Monitor for replenishing.	KB	
		Bin provided for safe disposal of rubbish containing tissues and cleaning cloths.	Bins to be emptied regularly	KB	

	Need for social distancing	<p>2m gap between persons where possible. Masks should be worn if this distance cannot be assured.</p> <p>As there is only one entry/exit door users should try and avoid passing in the doorway. Max. number of persons permitted, depending on event type, set by VHMC. Seated at tables: 20; seated in rows 25; standing: 30. Set by VHMC:</p> <p>Only 1 person in a corridor or toilet facility at any one time. Only 1 person in the kitchen at any one time.</p>	<p>Clear signage in place</p> <p>Clear signage in place</p> <p>Clear signage in place</p> <p>Clear signage in place</p>	<p>JD</p> <p>JD</p> <p>JD</p>	<p>It is the hirer's/organiser's responsibility to monitor social distancing at their event.</p> <p>Hirers/organisers must comply with the maximum number of people who may attend, depending upon the type of event.</p>
	<p>Person falling ill on the premises</p> <p>Person falling ill following an event in the Hall</p>	<p>Isolation space identified (kitchen) &amp; box containing masks, hand-sanitiser and tissues provided.</p> <p>If hirer is made aware and has taken the names and contact numbers for others taking part in their event should notify other participants that they may be at risk. Test &amp; Trace protocol to be followed.</p>	<p>Follow Track &amp; Trace rules. Notify all other participants. Notify the Booking Secretary.</p> <p>Notify all other participants at that event. Notify the Booking Secretary.</p>	<p>SH</p> <p>SH</p>	<p>Hirers/organisers must follow the instructions set out if someone falls ill at their event.</p> <p>Hirers/organisers to take name and contact details for all participants at their event. This is recommended although it is not a legal requirement and, if taken, details must be protected in order to comply with GDPR &amp; destroyed after 21 days.</p>

	Need for personal protection equipment (PPE)	Staff/volunteers to be provided with protective aprons & gloves when cleaning. Hirers and contractors to provide their own gloves & masks.	Supplies to be monitored for replenishing.	KB	Hirers/organisers must provide their own PPE.
Car parks, paths, exterior areas	People congregating.	Social distancing rules apply. Although temporary lapses outside are less risky than indoors. 2m waiting area marked out at entrances.	Clear signage in place	JD	Hirers/organisers should monitor social distancing both inside & outside the premises.
Entrance hall, lobby, corridors	People congregating at 'pinch points'	Possible 'pinch points' points identified and marked out with 2 metre spacing.	Clear signage in place	JD	Hirer/organiser must monitor compliance with the one-way system.
Main Hall	People congregating	Social distancing to be observed at all times.  Personal hygiene rules and hard surface cleaning rules are compulsory.			The hirer/organiser must ensure that these rules are followed.
Storeroom	Limited space restricts social distancing	This will remain closed to public until further notice. Tables and chairs will be available in the main hall to seat the permitted number of 20 people		MF	
Kitchen	Social distancing more difficult	Max No of persons in the kitchen set at 1 by VHMC.	Clear signage in place	JD	Hirer/organiser must control numbers and follow hygiene protocols.

	Risk relating to catering	Hirers to clean all areas likely to be used after event, wash dry & stow crockery, etc. after use.	Hand sanitiser station set up. Soap and paper towels provided. Hard surface cleaning station set up.		Hirers/organisers instructed to bring own tea towels.
Toilets	Social distancing difficult  Personal hygiene concerns  Cross-contamination	Hirer to control numbers accessing the toilets. Only one 1 person permitted at a time owing to limited space.  Hand-washing signs clearly displayed. Soap & hand-dryers provided.  Hirer to clean all surfaces, taps, etc. at the end of the hire event, unless instructed otherwise.	Clear signage in place  Ensure soap, tissues and toilet paper are regularly replenished.	JD  KB	Hirer/organiser should ensure that all areas used are monitored for social distancing.
Store cupboards (cleaning materials)		No public access. Caretaker to decide on frequency of cleaning.			
Events	Compliance with Covid-19 rules  Improve fresh air circulation	Ensure social distancing.  Open windows and doors during an event if possible.  2m between seats except for those from the same			Hirer/organiser should conduct their own risk assessment. Pro-forma supplied if required.  Hirers/organisers advised to open windows during their event and to ensure that they are closed before locking up.

	Handling cash and tickets	household who may sit closer to each other.  Ensure that hygiene rules are followed. Hirer to draw attendees' attention to the Covid-19 rules and notices.  Organisers to ensure hand sanitiser is used frequently.			
Personnel	Stress from handling a new situation or event	It is important that people can raise any concerns with the Booking Secretary or the Hall Secretary.	Check with Trustees, volunteers and hirers to confirm that arrangements are working.	All	

**\*Terms & Conditions Covid-19 Addendum to be read by all hirers and organisers of events and a signed copy returned to the Booking Secretary prior to the booking.**

This Assessment is based on guidelines issued by Action in Rural Sussex (AiRS) 20 July 2020 and Government rules pertaining at the time of the Assessment.

**Action key:** (VHMC) Village Hall Management Committee;  
(JD) Jane Dadswell, (SH) Sharon Holden, (PB) Pam Bruce, (JP) Jeff Pullen, (GJ) Gaye Jordan, (DB) David Burden, (KB) Karan Boddy, (MF) Malcolm Findlay

**Date Risk**

**Assessment conducted:** 31st August 2020 (paperwork completed 23 July 2020)  
**Persons conducting Assessment:** JD/MF  
**Review of actions due:** Constantly as use of hall increases and regulations change  
**Next Risk Assessment due:** When circumstances alter and/or Government regulations are significantly changed.

