

## HAMPSTHWAITE VILLAGE ROOM

High Street  
Hampsthwaite, HG3 2EP



### Bookings:

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## Village Room COVID Risk Assessment

### Important Notes

- COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

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 we might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Staff, contractors and volunteers –</b> Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	<b>Cleaning surfaces infected by people carrying the virus.</b> Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	<b>Stay at home guidance if unwell at entrance and within the Village Room. Staff/volunteers provided with protective overalls and plastic or rubber gloves if cleaning a Covid infected area. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE for use in the event deep cleaning is required.</b>	Staff/volunteers may need guidance as to cleaning. For example, 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– think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70.  Staff or volunteers carrying out cleaning, care-taking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.  Mental stress from handling the new situation.	<b>Discuss situation with volunteers over 70 to identify whether provision of 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.</b>	<b>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</b>  Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.  It is important people know they can raise concerns.
Social distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending the hall	Confusion among hirers.  Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.	<b>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.</b>	Event organisers are not expected to ask about people's domestic arrangements. But no group members should mingle, ie mix, with another group. Polite, socially distanced, speaking only between

	Risk of virus spread to all attending an activity or event, rather than one group of $\leq 6$ .	<b>Adjust hire conditions to cover this.</b> <b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b>	groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.
Car Park/paths/patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<b>Post notices and reminder signs to encourage care when queueing to enter.</b>  Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	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. <b>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</b>
Entrance	Possible "pinch point" and busy area where risk is social distancing is not observed in a confined area.  Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. <b>Post distancing reminder notices.</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by the Village Room</b>	<b>Hand sanitiser needs to be checked daily.</b>  Provide bins and empty regularly.
Village Room	Door handles, light switches, window catches, tables, chair backs and arms.  Soft furnishings which cannot be readily cleaned between use.  Projection equipment. Screen, Window curtains or blinds  Social distancing to be observed	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and by Village Room cleaner.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b>	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.  <b>Provide hand sanitiser.</b>
Upholstered seating	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.	<b>Clean metal/plastic parts regularly touched.</b>  <b>Rotate use of upholstered chairs (e.g. weekly)</b>  <b>Ask those moving them to wear plastic gloves.</b>	Ensure availability of plastic gloves and anti-viral spray.
Kitchen Area	Social distancing more difficult in smaller areas.  Door and window handles Light switches Working surfaces, sinks	<b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be</b>	<b>Cleaning materials to be made available</b> in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.

	Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler, Cooker/Microwave	<b>used before use, wash, dry and stow crockery and cutlery after use.</b> <b>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided.</b> Consider encouraging hirers to bring their own Food and Drink for the time being.	Consider closing kitchen area if not required or restricting access.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Install security bolt on cleaning materials door
Toilets	<b>Social distancing difficult – a potential ‘pinch point’</b>  Surfaces in frequent use : door handles, light switches, basins, toilet handles, seats etc.	<b>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</b> <b>Hirer to clean all surfaces etc before public arrive unless staff have pre-cleaned out of hours</b> <b>Consider engaged/vacant signage and posters to encourage 20 second hand washing.</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.  Notices to discourage queueing in wash-room area needed  Lock all but one cubicle
Events	Handling cash and tickets  Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups.</b>  <b>Cash payments/donations to be handled by one individual wearing gloves.</b>	Make organisers aware of TicketSource for example (www.ticketsource.co.uk)  Set up PayPal account for Village Room and/or provide BACS info?  Also <a href="https://www.izettle.com/gb">https://www.izettle.com/gb</a> or <a href="https://sumup.co.uk/">https://sumup.co.uk/</a>  Notices to fill furthest seats first needed. Advise meetings and small groups to sit side by side and not face to face where possible.