

Ash Village Hall – CV19 Risk Assessment from 17th May 2021

NB the village hall is closed until 16th May 2021 except for exempt activities

What are the hazards?	Who might be harmed and how?	Controls Community Facilities	What further action do you need to consider to control the risks?	Who needs to carry out the action?
PEOPLE				
Getting or spreading of Coronavirus:				
by not washing hands or not washing them adequately	Volunteers Hirers Visitors Contractors From touching surfaces Lack of provision of facilities	Follow the guidance on cleaning, hygiene and hand sanitiser -Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Provide hand sanitiser for occasions when washing facilities are not available	Provision of hand sanitiser in the entrance porch with signage reminding visitors to follow the guidance including checking for skin dryness Hand Washing signage in toilets & kitchen	AVHC
by not social distancing	Volunteers Hirers Visitors Contractors Close contact transmission	Put in place one-way system Limiting the number of people in the hall at any one time Avoid booking dates too close to other events if possible Measures to enable 2m social distancing - space chairs 2 m apart for visitors Where 2m social distancing isn't possible - arrange seating to avoid direct face to face - seating should be side to side @1m+. - face coverings are mandatory - enhanced cleaning regime	Monitor and supervise Liaise with AVHC bookings clerk to avoid back to back events if possible Social distancing signage Step Up Shropshire Campaign Stay at home guidance	AVHC

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Increased risk of infection for vulnerable groups	Volunteers Hirers Visitors Contractors As above	<ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus - Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) 	<p>Volunteers in the extremely vulnerable category are advised not to attend for the time being</p> <p>Discuss with volunteers over 70 to identify whether provisions in this risk assessment is sufficient to mitigate their risks, or whether they should cease such activities for the time being.</p>	AVHC
Getting or spreading coronavirus where attendees develop symptoms	Volunteers Hirers Visitors Contractors	<p>Isolate the individual - Follow PHE guidance:-</p> <p>Arrangements to deep clean if someone develops coronavirus</p> <p>Maintain list of attendees including visitors for track and trace purposes – mandatory</p> <p>Village Hall is registered with PHE for NHS track & trace – QR code is displayed in the porch</p>	<p>Hall to remain closed for 72 hours if possible</p> <p>Contact Cleaner Volunteers advised to wash outer clothes after deep cleaning duties. Record Sheet provided with name and contact details NB - GDPR statement</p> <p>Display PHE Action Card</p>	AVHC
Physical wellbeing	Volunteers Contractors	<p>Provision of facilities in line with government guidance</p> <p>Cleaning regime & Advice</p> <p>Advice and support:- For volunteers</p>	<p>Risks assessed & procedures in place Cleaning equipment & gloves provided</p>	AVHC
Mental health and wellbeing	Volunteers Contractors	<p>Share information and advice as necessary Follow government guidance on stress and mental health Advice and support</p>		AVHC

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BUILDINGS				
In the building or common use high traffic areas i.e. kitchen/porch/entry/exit points	Volunteers Hirers Visitors Contractors By not social distancing	Avoid visitors congregating at pinch points and areas where people cannot meet social distancing rules. Kitchen max 2 persons Toilets max 1 person Porch max 1 person	One-way system for entry and exit and/or priority at main entrance door for people exiting premises, signage Face coverings are mandatory unless eating or drinking when visitors should be seated. Hand Washing & Cleaning signage Hands, Face, Space signage Cleaning checklist Report where controls cannot be followed or visitors/volunteers do not follow the rules	AVHC Hirers
Main function Room	Volunteers Hirers Visitors Contractors None compliance with regulations & procedures	No.s in main hall restricted to 12 persons @ 2m distance +/- 3 persons depending on activity	Step Up Shropshire Campaign Publish Conditions of Use in Hall and on http://ashvillages.co.uk/	AVHC
Not cleaning surfaces, equipment and workstations	Volunteers Hirers Visitors Contractors From touching surfaces	Avoid use of unnecessary surfaces Where possible avoid surfaces that are frequently touched but are difficult to clean (e.g. soft furnishings) Cleaning of surfaces frequently touched – switches, door handles, table tops, kitchen equipment, chair backs	Entry & exit doors to remain open to avoid contact with door handles Kitchen/Cleaning/Bin Empty: Volunteers/regular cleaner provided with disposable or rubber gloves. Contractors & Hirers provide their own.	AVHC Hirers Users

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		Clean all surfaces before and after activities. Provision of bins Follow HSE guidance on cleaning	Hirers to provide own equipment and avoid sharing Cleaning checklist & posters	
Poor Ventilation	Volunteers Hirers Visitors Contractors	HVAC guidance on heating, ventilation and air conditioning Doors and windows remain open if possible for duration of the activity		AVHC Hirers Users
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Volunteers Hirers Visitors Contractors	There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare.	Keep advice on PPE under review. Contractors, Hirers and Visitors to provide own face coverings	
EVENTS				
INDOOR ACTIVITIES		Community facilities can host multiple groups of 6, subject to capacity, but groups must not mix socially or form larger groups.		
Snooker	Volunteers Hirers Visitors Contractors	Max. 6 persons in the Hall at any one time. + Customer/visitor recording is mandatory Sign in sheet provided Record attendees or QR login + Team sports should only be played where the relevant governing body has published guidance on how to do so safely. Follow EPSB guidance	No organised matches currently - Practice only Action Pack provided including cleaning checklist, EPSB guidance, PHE Action Card Monitor to ensure rules are followed.	Snooker Club Members

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Arts & Craft Classes	Hirers Visitors	Seated at tables, Max. 8 persons in groups of 6 or fewer (unless from the same household). Adhere to social distancing requirements and this risk assessment + Hirers to carry out their own risk assessment Record attendees or QR login	T & C of hire Conditions of use Action Pack provided including cleaning checklist, layout plan, PHE Action Card	Hirer
Indoor Sports & Fitness Organised by a national governing body, club, registered instructor/coach, business or charity only	Hirers Visitors Gatherings & Mingling	Max. 8 persons in groups of 6 or fewer (unless from the same household). Strict Adherence to social distancing requirements and this risk assessment + Compliance with the sport/fitness governing body guidelines and Government Guidance on Sport and Recreation + Hirers to carry out their own risk assessment Record attendees or QR login	T & C of hire Conditions of use	Hirer
Regular events:- Coffee morning, Clubs and Societies	Volunteers Hirers Visitors Gatherings & Mingling	No.s in main hall restricted to 12 persons @ 2m distance in groups of 6 or fewer (unless from the same household) + Strict adherence to social distancing guidelines, groups of not more than 6 + must not mix across groups + Hirers to carry out their own risk assessment Record attendees or QR login	T & C of hire Conditions of use	Hirer

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Fund raising Activities	N/A None currently	Community sales and markets to demonstrate compliance with retail guidance and this risk assessment + Hirers to carry out their own risk assessment	T & C of hire Conditions of use Hirer to manage restriction on numbers Visitors encouraged to use QR codes	Hirer
Committee Meetings	Hirers AVHC Committee Members	Meetings organised by business, charitable, benevolent & philanthropic institutions are exempt from the rule of 6 but subject to the restriction on hall capacity and social distancing risk mitigation measures + Hirers to carry out their own risk assessment Record attendees or QR login	T & C of Hire Conditions of use Consider virtual meetings Avoid sharing office equipment, pens, documents and other objects	Hirer
Christmas	Volunteers Hirers Visitors Gatherings & Mingling	Community facilities are now permitted to host socially distanced indoor and outdoor performances in line with the performing arts guidance. Other Activities Hirers to carry out their own risk assessment Record attendees or QR login	Entertainment - hirers to comply with https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	AVHC Hirer

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OUTDOOR ACTIVITIES				
Light up Ash Sunday, 6 th December 2020	Volunteers Visitors Residents Risk : Gatherings in excess of legal limit & mingling	Tier 1 – rule of 6 or household groups indoors and out Sanitizer stations provided	Offer x1 mulled wine/mince pie may be collected from the Hall between 6:00 -7:00 pm to avoid gathering at any one time Controlled queue: not more than 6 or one qualifying group indoors at any one time One way/controlled entrance/exit Signage - Visitors reminded to observe social distancing rules + masks Qualifying groups are free to walk in the village	
		Tier 2 – rule of 6 outdoors household groups only indoors Hall/buildings closed to the public Sanitizer stations provided	Offer x1 mulled wine/mince pie collected from outdoor station between 6:00 -7:00 pm to avoid unnecessary gathering at one time Signage - Visitors reminded to observe social distancing rules Qualifying groups are free to walk in the village	
		Tier 3 –household groups only outdoors Hall/buildings closed to the public Qualifying groups in public spaces Sanitizer stations provided	As above tier 2? Signage – visitors reminded to observe social distancing rules and remain in household groups	
Playing Field	Volunteers Visitors Residents Contractors Gatherings & Mingling	Separate Risk Assessment completed Outdoor facilities enable better social distancing & facilitate physical & mental wellbeing No organised events formal or informal Sanitizer stations & instructions provided	Conditions for Use published and posted on http://ashvillages.co.uk/ and at the entrance to the play field Weekly inspection of facilities	AVHC WRPC

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		Facility is available for general use in accordance with current government guidelines on outdoor gatherings and social distancing		
MUGA	Volunteers Visitors Residents Contractors Gatherings & Mingling	No organised events formal or informal Outdoor facilities enable better social distancing & facilitate physical & mental wellbeing Facility is available for general use in accordance with current government guidelines on outdoor gatherings and social distancing Sanitizer stations & instructions provided	Conditions of Use published and posted on http://ashvillages.co.uk/ and at the entrance to the tennis court	AVHC
Bowling Green Bowling Club House	Volunteers Visitors Members Contractors Gatherings & Mingling	Adhere to current Guidance on Social Distancing & H & S advice for employees, contractors and volunteers. Team sports should only be played where the relevant governing body has published guidance on how to do so safely. https://www.bowlsengland.com/coronavirus-guidance/ Outdoor facilities enable better social distancing & facilitate physical & mental wellbeing Sanitizer stations provided	*Bowling Club House and the Green is closed until 2021 season* *Carry out Risk Assessment * Monitor to ensure rules are followed if & when open.	Bowling Club