

NORTH WARNBOROUGH VILLAGE HALL

NWVH Risk Assessment 2020 - Addendum

The NWVH Committee have reviewed the risk assessment undertaken in 2019. With the exception of the pandemic risk posed by Covid-19, the assessment remains valid and risk management/mitigation for hirers of the hall are contained in the conditions of hire.

This risk addendum addresses pandemic risk, to protect the hall's staff and contractors but also set a baseline from which individual hirers of the hall will need to conduct their own risk assessment. It remains in force while Government pandemic control measures are in place.

Risk

The key risk associated with the virus is that a member of the public, while infected, spends time within the hall over an extended period in the company of others and knowingly or unwittingly retransmits the virus through exhaled aerosol or droplets. The secondary risk is that an infected person transmits the virus by contaminating surfaces with exhaled droplets or contaminated skin/material.

Mitigation (all staff and users)

Prohibition. No person who has been tested positive for Covid 19 or knowingly been in contact with a Covid 19 sufferer within the past 14 days is permitted to enter the hall.

Mitigation (Staff and Contractors)

Compliance. The hall will only be made available for hire in accordance with current pandemic regulations. The lettings secretary will use discretion to determine whether each letting can be made in the spirit of Government guidance and in accordance with the conditions of the insurers.

Frequency of Contact. Staff and contractors will not occupy the hall at the same time as users.

PPE. Staff and contractors will wear basic PPE and maintain social distancing when working in the hall.

Sanitisation. Staff and contractors will sanitise common touch points and areas on arrival and departure from the hall.

Mitigation (Hall Hirers)

Risk Assessment. All users will be required to carry out their own risk assessment for the activity they intend to conduct.

Capacity. This will depend on the purpose of hire and government guidelines which are changing frequently.

(Examples of use are shown in Acre Community Re-opening of Village Halls 17th August 2020 pages 17–21 which has not been updated as yet).

Control of entry and flow control. The hirer will responsible for control of entry and management of any internal flow control required to conduct their activity. The **main hall** door will be used as the main entrance. The side door will be used as an exit.

In the **small hall**, access and egress -only one person allowed between the 2 sets of doors and priority to be given to those exiting.

Sanitisation. NWVH will provide hand sanitisers at the following points: the 2 entrances and main hall exit. Hirers will be responsible for the provision of any additional sanitizer necessary to conduct their activity. Hirers will be required to sanitize the main touch points of the hall (door handles, power switches, etc) on completion of their activity.

Restrictions. The following restrictions are to be observed:

- No more than one person should use each toilet at any time.
- The kitchen area is not be used for the preparation or consumption of food; NWVH cutlery, crockery and utensils are not to be used except for beverages with prior agreement when booking.