

Pitton Village Hall – COVID-19 Risk Assessment – Updated 12 August 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Hall Manager – cleaning and maintenance duties within the building and surroundings	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with COVID-19 on the premises. Carrying out maintenance on equipment/building area that has not been correctly cleaned.	<ul style="list-style-type: none"> • Stay at home guidance if unwell at entrance and in Main Hall. • Provided with protective overalls and plastic or rubber gloves. • Advised to wash outer clothes after cleaning duties. • PHE guidance and PPE for use in the event deep cleaning is required. 	
Contractors – carrying out specific work within the building and surroundings	Carrying out work on equipment/building area that has not been correctly cleaned.	<ul style="list-style-type: none"> • Stay at home guidance if unwell at entrance and in Main Hall. • Advised beforehand to provide own protective overalls and plastic or rubber gloves. 	
Hall Manager – over 70	Hall Manager carrying out cleaning, caretaking and 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.	<ul style="list-style-type: none"> • Discuss with Hall Manager to see if he is happy to continue with role. • Protective clothing available • Chair of Management Committee to keep in regular contact with Hall Manager regarding his welfare and to check that arrangements are still working. 	Hall Manager will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.
Hirers – general risk	Hirers not aware of the changes in procedure at PVH due to COVID-19	<ul style="list-style-type: none"> • Hirers to be given the 'COVID-19 supplemental terms and conditions' by Booking Secretary • Hirers to sign and return booking form prior to use. If form not returned, then booking to be cancelled 	

		<ul style="list-style-type: none"> • Risk Assessment to be available to hirers on the Pitton & Farley website 	
Hirers - illness	Becoming ill with COVID-19 during activity at PVH	<ul style="list-style-type: none"> • Social distancing guidance to be observed by hirers in arranging their activities. • Hirers to be encouraged to wash hands regularly. • Hand sanitiser provided by hall on table by front door • Record of attendance to be taken for each session for NHS 'Track & Trace'. 	Register to be kept for 3 weeks. Hiring notes to include information on hand washing, social distancing and cleaning requirements.
Hirers - cleaning	Not cleaning surfaces or equipment used/touched properly	<ul style="list-style-type: none"> • Allow hirers an extra 15minutes each side of booking for additional cleaning • Ask hirers to complete and sign the 'Hirers Cleaning List' for each session • Cleaning materials to be made available to hirers • Hall Manager to continue with cleaning routine 	Sub-committee agreed that the additional time for hirers negated the need to hire a commercial cleaner
External Areas - 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.	<ul style="list-style-type: none"> • Hall Manager asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. • Hall Manager to wear plastic gloves and remove. 	Car park sign not required initially, but may be needed when activities restart.
Internal – whole building	Number of people in the building increases risk of catching COVID-19	<ul style="list-style-type: none"> • Maximum number of people in the building is 30 • Hirers to be asked to open doors and windows where possible for ventilation • Face coverings to be worn in accordance with latest guidelines 	

Internal -Corridors	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.	<ul style="list-style-type: none"> • Corridor identified as “pinch point”. • Door handles and light switches to be cleaned regularly. • Hand sanitiser provided by hall on table by front door • Bin in entrance hall for rubbish 	Agreed that with only one group using building at a time then no requirement for one-way system.
Internal - Main Hall	Door handles, light switches, window catches, tables, metal parts of chairs	<ul style="list-style-type: none"> • Door handles, light switches, window catches, tables, metal parts of chairs and other equipment used to be cleaned by hirers before and after use • Hand sanitiser provided • Cleaning materials to be made available 	Extra 15 minutes either side of booking to be given to allow for additional cleaning time
Internal - Main Hall	Projection equipment. Screen. Window curtains or blinds Commemorative photos.	<ul style="list-style-type: none"> • Projection equipment and screen not to be used • Hirers to be asked to leave window curtains open • Stage curtains to be left closed 	Information on what is available and what not to touch to be included in additional notes for hirers
Internal - 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.	<ul style="list-style-type: none"> • Hirers to clean metal parts of chairs before and after use. • Hirers to cycle through chairs • Hirers recommended to use gloves when moving chairs • All users to sanitise hands before touching chairs 	Information on use of chairs to be included in additional notes for hirers
Internal – Griffin Room	Social distancing more difficult in smaller areas Doors and window handles Light switch Table, chairs & cupboards Fridge/freezer Floors with carpet tiles less easily cleaned.	<ul style="list-style-type: none"> • Griffin Room only available for hire as part of Main Hall hiring • Surfaces and equipment to be cleaned by hirers before and after use • Fridge/freezer not to be used • Hall Manager to clean floor thoroughly at least weekly when in use 	Hirers note – Griffin Room must have window open when in use for ventilation

Internal – Small Meeting Room	Social distancing more difficult in smaller areas Door Light switch Table, chairs & cupboards	<ul style="list-style-type: none"> • Small Meeting Room only available for hire as part of Main Hall hiring • Surfaces and equipment to be cleaned by hirers before and after use • Small Meeting Room to be thoroughly decontaminated after suspected case of COVID-19 on premises 	Small meeting room designated as 'Isolation Room' in case of someone falling ill with COVID-19 whilst on premises Hirers note- Small Meeting Room must have doors open when in use for ventilation
Internal – Kitchen – general use	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Crockery/cutlery	<ul style="list-style-type: none"> • 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 used before and after use. • Hirers to wash, dry and stow crockery and cutlery after use. • Cleaning materials to be made available • Hirers to bring own tea towels • Soap and paper towels provided 	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Towel on roll needs to be removed and replaced with paper towels
Internal – Kitchen equipment	Kettles Fridge Cooker/Microwave	<ul style="list-style-type: none"> • Encourage hirers to bring their own food and drink for each session • Hirers to clean all equipment used before and after use 	Hirers notes – hirers to be asked to remove all food from the fridge after each session
Internal – Cleaning cupboard	Social distancing not possible Door handles, light switch	<ul style="list-style-type: none"> • Hall Manager to continue with normal cleaning regime. • Hirers to be asked to bring all cleaning equipment they will need 	
Internal – Chair Store	Social distancing more difficult Door handles in use. Chairs in frequent use	<ul style="list-style-type: none"> • Hirers to clean metal parts of chairs, chair trolley and door handles before and after use • Hirers to rotate through chairs each session • Hirers asked to limit access to chair store for social distancing • Hirers to wash their hands before moving chairs or use gloves • Only one person at a time allowed 	Include a note in T&C's saying 1 only in chair store at any time

		in the chair store	
Internal – Pre School / Guides store room	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<ul style="list-style-type: none"> • Preschool / guides responsible for their own equipment. To be reminded to clean it before and after use 	Users hire PVH at different times, so no overlap of bubbles taking place.
External – Petanque, Marquee, plastic chair and food warmer store	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<ul style="list-style-type: none"> • Door handles to be cleaned after use • 72hours to be allowed between marquee hires for the marquee to be free from contamination • Plastic chairs to be cleaned after use 	Note: food warmers not in use at the moment. Pittonque Club not using this room at the moment
Internal - Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<ul style="list-style-type: none"> • Hirer to control numbers accessing toilets to one at a time, with attention to more vulnerable users. • Hirer to clean all surfaces etc before and after use 	Ensure soap and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Internal - Boiler Room	Door handle, light switch Social distancing not possible	<ul style="list-style-type: none"> • Hall Manager to continue with normal cleaning regime 	
Internal - Stage	Curtains Social distancing Lighting and sound controls	<ul style="list-style-type: none"> • Hirer to control access and clean as required. 	
Events	Handling cash and tickets Too many people arrive	<ul style="list-style-type: none"> • Maximum capacity in building to be restricted to 30 • Procedure for event to be reviewed on a case-by-case basis by COVID-19 sub-committee • No weddings, parties, performances or choir practise to be allowed 	See National Rural Touring Forum guidance, Section 2.6

Rubbish	Rubbish left by previous user might be contaminated with COVID-19	<ul style="list-style-type: none">• Hirers to take all rubbish home with them to dispose of.• With suspected case of COVID-19 all rubbish is to be disposed of in a sealed plastic bag and secured for 72hours before placing in the general rubbish.	Hirers to be reminded not to put rubbish in outside bin.
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