

ASHTON KEYNES VILLAGE HALL MANAGEMENT COMMITTEE



COVID-19 Risk Assessment

No one with any known symptoms of Covid-19 should enter the Village Hall for any reason and those in high-risk categories should carefully consider using the Hall

This Risk Assessment is in addition to the Risk Assessment maintained within the Hall Folder (Health & Safety, Appendices 1 & 2). An essential element of our COVID-19 Risk Assessment will be identifying “pinch points” where people cannot maintain the social distancing level defined by the Government. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, the lobby area is less of a risk than the kitchen or corridor. Users are advised to use the corridor and lobby for transient purposes only and not for waiting or holding conversations. In areas where space is limited and people have to remain for longer, such as the Kitchen, we suggest the use of face coverings (but this is not mandatory). As social distancing cannot be maintained in the gender-based toilets, they will be closed except for Preschool’s use of the Ladies and the use of the Gents as an isolation area. The Disabled toilet is single occupancy, therefore should be used instead of the gender-based toilets.

Within this document, ‘Contractor(s)’ means those being paid by the Village Hall to carry out duties, but not being employed; Volunteer(s) means people Volunteering on behalf of the Village Hall and will normally mean Member of the Village Hall Management Committee; ‘VH’ means Ashton Keynes Village Hall; ‘VHMC’ means Ashton Keynes Village Hall Management Committee.

Important Notes:

1. The COVID-19 Risk Assessment will need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and the VHMC cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent, professional, legal or Governing Body advice, nor is it a substitute for common sense. You should always use the guidance provided by your Governing Body, even if you are not members. This is very important for sporting activities.
4. Until otherwise advised, the Ashton Keynes room can only be used by the Ashton Keynes Preschool. We understand that this will affect a few User Groups. The VHMC will attempt to accommodate these Groups in Main Hall. However, the Groups may have to amend their meeting days and times.
5. In producing a Risk Assessment for your Group, ensure it includes how social distancing guidance will be observed or mitigated in arranging your activities.
6. In producing a Risk Assessment for your Group, encourage hands to be washed or sanitised.
7. Contractors to provide their own / or use VH provided protective equipment. The VH will cover the cost of any purchases of protective equipment for its Contractors or Volunteers.
8. In the below table, ‘cleaned’ means using an appropriate cleaner for the surface and the cleaner should contain properties known to remove traces of the COVID-19 virus (soap, disinfectant, antiseptic, etc.) The cleaning material does not have to be anti-bacterial.

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9. The Village Hall is being disinfected fogged with antiviral disinfectant each weekday morning. The frequency can be adjusted / expanded if required. At the time of writing the fogging takes place for the whole Hall complex except the Surgery and Waiting room each weekday morning except Wednesday, on a Wednesday morning the entire complex is fogged.
10. User Groups and Independent hirers should maintain a Register of people attending the session in order to comply with the Government's Test & Trace regulations.
11. All Hall visitors that are using the NHS Covid-19 App (other than those covered by 10) should use the NHS Test and Trace QR Code poster to 'check in' that they have visited the Hall.
12. If the Hall is used in a 'selling environment' (i.e. Post Office) then face coverings should be worn. If used by a hirer to demonstrate goods or services then either face coverings should be worn or a register of people attending containing their contact details must be kept.
13. The legislation for the Hall being used for Zumba or Circuit Training suggests the requirement for better ventilation. Any hirer in this category will need to accommodate this requirement.
14. At the time of writing the law dictates that an area should be set aside as an 'isolation area'. Common sense should prevail if a User falls ill and wherever possible they should go home. Covid-19 infected people rarely have a sudden debilitating illness that requires the attendance of emergency services, but if that occurs the patient should be moved to an outside area or use the Gents toilet (which is out of bounds for normal use) whilst awaiting emergency responders. If washing facilities are required, the Isolation Area should be used.

As you are putting together your own Risk Assessment, it may be worth knowing the current rules pertaining to the Management Committee (the Managing Trustees of the Hall).

1. Trustees of Village Halls are unlikely to be at risk if they have undertaken and followed a COVID-19 Risk Assessment before re-opening their Halls, unless the activity is on the specific 'banned' list.
2. Risk under the 'crisis regulations' falls to the event organiser. If a hirer, the event organiser, does not feel the Hall is in a condition that enables them to comply, they should not make or continue with their booking.
3. Trustees of Village Halls will, of course, want to ensure that their premises make it as easy as possible for both hirers and individuals to comply with relevant Guidance through the provision of adequate handwashing, signage, etc. specific to their Hall. The manner or extent to which Trustees do this is unlikely to alter the risk for them under the regulations.
4. Hirers must commit themselves to operating in a COVID-19 Secure way by following the Government's Guidance in force for their activity. The Government guidance says: "if organising an activity, you should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission".
5. Trustees of Halls should follow good practice themselves and avoid creating the conditions for the spread of COVID-19 in their community. For this reason, they will want to avoid letting to any hirer where there may be an obvious risk of the Guidance being hard to comply with.
6. In order to assure themselves on 4, above, Trustees of Halls should ensure (by request) that hirers inform all participating individuals that they must adhere to social distancing guidelines. The responsibility rests with the individual to comply and with the hirer (the event organiser) to have carried out a risk assessment and operated the event under COVID-19 Secure guidelines.

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7. The Government guidance for individuals advises: “ More generally, you can continue to meet in larger groups if necessary for work, voluntary or charitable services, education, childcare or training, elite sporting competition or training, to fulfil legal obligations,”; “ If taking part in activities with larger groups, you should take particular care to follow social distancing guidelines.”; “you should not hold or attend celebrations of any size (such as parties) where it’s difficult to maintain social distancing”. Common sense should be used.



Some Key Points

Social Distancing regulations mean:

- **NO QUEUING** is permitted outside the Main Door, in the lobby, in the Corridor or on the path by the Fire Door. The only exception to this is for the GP Surgery where patients and visitors should respect the social distancing regulations;
- **As the corridor is primarily for use by the Preschool, it is impossible to instigate a one-way system during the hours 0800hrs to 1530hrs Monday to Friday unless both Fire Doors are used. All Groups meeting during this period MUST have one designated person that uses the Main Door and then opens the Fire Door for the other members of the Group to enter and exit. The Fire Door should be opened at least 5 minutes before the start of the Groups session to ensure there is no queuing. The designated person should do the reverse action when the session is finished;**
- **Evening and post 1530hrs sessions on Monday to Friday and all-day Saturday and Sunday, a one-way system should be used whenever possible. If this cannot be invoked, respect the social-distancing regulations (i.e. 1M+ - which may mean wearing a face-covering in the corridor and lobby).**
- **The Ladies & Gents toilets are closed to all Users except Preschool's use of the Ladies. Toilet facilities are provided in the Disabled Toilet;**
- **Access to the Disabled Toilet during the hours 0800hrs to 1530hrs Monday to Friday MUST be by exiting through the Fire Door and re-entering the Village Hall via the Main Door (the reverse to return to the Group session). Outside of the hours, the corridor can be used provided touched surface cleansing rules are carried out.**
- **There will be a number of chairs left on the Hall Floor and these are the only ones that can be used. The chairs on the stage must not be used.**

If an Isolation Area is required, the Gents toilet can be used but only by the person being isolated and any person(s) accompanying them.

The Village Hall Management Committee MUST be advised if the Gents has been used as an isolation area as it will need to be decontaminated.

The Ladies toilet MUST NOT be used as an Isolation Area

In the following tables, the potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government or Village Hall advice (i.e. should be considered mandatory)**

Purple – **Actions that are strongly recommended**

Green – **Actions that are worth consideration**

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>People: All Contractors, Volunteers and Users.</p> <p>Areas: Lobby, Corridor, Kitchen, Main Hall and all Toilets.</p> <p>Volunteers with underlying health conditions or defined by the Government as being of higher risk.</p> <p>Note that until further notice, the Ashton Keynes Room can only be used by Preschool.</p> <p>Note that this ‘risk row’ does not refer to all equipment – see below.</p>	<p>People entering the VH that have Covid-19 (possibly without even knowing).</p> <p>Volunteers with underlying health conditions or defined by the Government as being of higher risk.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>A User of the Hall reports they have COVID-19 symptoms and have been present in the Hall during the previous 4 days.</p> <p>Social distancing cannot be maintained if people are queuing within the Hall.</p>	<p>Stay at home guidance displayed at entrance.</p> <p>Hand washing /sanitising notice displayed at entrance.</p> <p>People that fall into a high-risk category should avoid areas where social distancing regulations cannot be maintained, or wear a face covering whilst using the area.</p> <p>Avoid touching any picture frames or notices around the VH complex.</p> <p>The Hirer must advise the VHMC if they are made aware of a COVID-19 victim using the Hall in the previous 4 days and what areas they used (i.e. Hall, Isolation Area, Kitchen, etc.). The VHMC will then take the appropriate action, for example cleaning, closure and/or advising other Users.</p> <p>Contractors to wash outer clothes after cleaning duties.</p> <p>Ban internal queuing on Users Risk Assessment.</p>	<p>The Hall is disinfectant fogged each weekday morning, see 9 in ‘Important Notes’.</p> <p>Contractors, volunteers and Users 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.</p> <p>Contractors, volunteers and Users will need to be warned immediately if we are advised that someone is tested positive for COVID-19 who has been on the premises.</p> <p>Personal details of a person’s medical condition must be kept confidential, unless they agree it can be shared.</p> <p>The Village Hall will provide surface wipes, disinfectant sprays and hand sanitiser.</p>
<p>Areas: Entire Village Hall Complex</p> <p>People: All users of the Village Hall complex</p>	<p>Surfaces touched by Hall Users (irrelevant of the person having symptoms or of being infected).</p>	<p>Surfaces where touching cannot be avoided, such as door handles, light switches, door push plates, door push bars, worktops, tabletops, table rims, areas of table legs should be cleaned by the User when they have finished their session.</p>	<p>The Hall is disinfectant fogged each weekday morning, see 9 in ‘Important Notes’.</p> <p>Disinfectant wipes will be provided by the Hall.</p> <p>Chairs and other equipment are detailed further on in this document.</p>

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<p>Car Park, paths and exterior areas</p>	<p>Social distancing cannot be maintained when people are queuing on the path alongside the Southern elevation leading to/from the High Road.</p> <p>Social Distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Ban queuing on the path because social distancing regulations cannot be maintained. Place signage on door to indicate.</p> <p>Place markings outside the Main Door (in both directions) to encourage social distancing if people are queueing to enter (permitted for Surgery only at this stage).</p> <p>All users during 0800hrs to 1600hrs Monday to Friday with the exception of Preschool to use the Fire Door as their main entrance to avoid use of Lobby and Corridor. The exception being a designated person from the Group or Independent Hirer to enter via the Main Door in order to open/close the Fire Door or as an emergency route to the isolation area.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated – wear disposable gloves to remove rubbish and then dispose the gloves.</p>	<p>Transitory lapses in social distancing in outside areas are less risky. The main risk is likely to be where people congregate for longer periods or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p>

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Area: Main Hall People: All users Equipment: Chairs	Virus deposited on fabric, metal and/or wooden area of chair.	<p>Chairs that are on the stage should not be used. A number of Chairs (the maximum allowed) will be left on the Hall floor for regular use.</p> <p>Chairs should not be stacked, but remain singular around the side of the Hall.</p> <p>Always assume that the previous User did not clean the Chair (even though they may have done so).</p> <p>Before using a chair spray it with the disinfectant spray provided by the Hall.</p>	<p>The Hall is disinfectant fogged each weekday morning, see 9 in 'Important Notes'. The fog will disinfect the surface of the chairs. Spraying them again is good for safety.</p> <p>The VHMC will limit the number of chairs available and they should only be used when necessary.</p> <p>The Hall will supply wipes and sprays.</p>
Area: Main Hall People: All users Equipment: Tables, Table and Chair Trolleys	Virus deposited on table surface and/or legs and/or grip areas of the trolleys.	<p>All touched surfaces (including tops, sides, legs, handles or grips) should be wiped down with disinfectant wipes (provided by the Village Hall).</p>	<p>The Hall is disinfectant fogged each weekday morning, see 9 in 'Important Notes'. The fog will disinfect the surfaces of tables left erect (but not in the table trolleys).</p> <p>Applies only to the equipment used.</p>
Area: Ashton Keynes Room People: Preschool only	Covered by Preschool Risk Assessment	<p>This room is dedicated as the Preschool room until further notice. There will be no other Users.</p>	<p>The Ashton Keynes rooms is disinfectant fogged each weekday morning, see 9 in 'Important Notes'.</p> <p>The Village Hall Management Committee as an agreed Risk Assessment with Preschool</p>

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<p>Area: Kitchen</p> <p>People: All users</p>	<p>Social distancing more difficult</p> <p>Door and window handles, light switches, working surfaces, sinks, cupboard/drawer handles, fridge, freezer, crockery, cutlery, hot water boiler, cooker, hob and microwave.</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. If not possible to maintain social distancing, it is recommended that face coverings are used.</p> <p>Hirers to clean all areas likely to be used before the use, them.</p> <p>Wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, wipes, soap and paper towels provided by the Village Hall.</p> <p>Consider bringing your own Food and Drink for the time being.</p>	<p>The Hall (including the kitchen) is disinfectant fogged each weekday morning, see 9 in 'Important Notes'. This will disinfect uncovered surfaces, however ensure they are cleaned again before use.</p> <p>Cleaning materials will be made available.</p> <p>The First Aid box will contain a few disposable face coverings.</p>
<p>Area: Store cupboards</p>	<p>Door handles, light switch</p>	<p>Public access unlikely to be required.</p> <p>Cleaner to decide frequency of cleaning.</p>	
<p>Area: Stage</p>	<p>Social distancing more difficult.</p>	<p>The stage area is out of bounds other than to remove and store Table Tennis equipment or access the PA.</p> <p>The chairs on the stage must not be moved or used.</p> <p>If PA Used, the surfaces touched should be wiped down with a disinfectant wipe, including the microphone(s) used.</p> <p>The stage curtains are to be left open to discourage the material from being touched.</p>	

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<p>Area: Gender-based Toilets</p>	<p>Social distancing is impossible in the Ladies & Gents Toilets.</p> <p>Surfaces in frequent use i.e. door handles, light switches, basins, toilet handles, seats vanity surfaces and mirrors.</p> <p>Baby Changing facility in the Disabled Toilet</p>	<p>The Ladies and Gents sexed toilets are closed to hirers other than for use by the Preschool (Ladies toilet). If required, the Gents can be used as an isolation space (see later).</p> <p>Signage and posters to encourage 20 second hand washing in the event that the toilets are used by hirers.</p> <p>If toilet is used in an emergency, then all touched surfaces are to be wiped with disinfectant wipes provided by the Village Hall.</p>	<p>The Hall (including the Toilets) is disinfectant fogged each weekday morning, see 9 in 'Important Notes'.</p> <p>Preschool's use is covered in their own Risk Assessment.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>
<p>Area: Disabled Toilet</p>	<p>Surfaces in frequent use i.e. door handles, disabled grip bars, basins, toilet handles, seats, vanity surfaces, mirrors and baby change facility.</p>	<p>Signage and posters to encourage 20 second hand washing in the event that the toilets are used by hirers.</p> <p>Surfaces to be wiped with disinfectant wipes provided by the Village Hall.</p>	<p>The Hall (including the Disabled Toilet) is disinfectant fogged each weekday morning, see 9 in 'Important Notes'.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p>
<p>Area: Isolation Area (the Gents Toilet which is out of bounds for normal use).</p>	<p>Contamination of entire area due to person showing signs of infection</p>	<p>The User(s) of the Hall must advise the Village Hall Management Committee that the area has been used as an isolation area so that it can be cleaned.</p>	<p>The isolation area is provided as it is a legal requirement for Preschool. This can be used by other hirers for the purposes of isolation.</p> <p>The designated person from a hiring Group should ensure that there is a chair in the Isolation Area.</p> <p>This area is fogged each weekday morning, but will be deep-cleaned again if used.</p>

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Events	Handling cash and tickets Too many people arrive	<p>Organisers arrange online systems and cashless payments as far as possible. For performances and meetings seats are to be limited, booked in advance*, 2 seats between individuals or households.</p> <p>* for meetings of Village Groups, there is no need to instigate a booking system providing the event organiser controls the numbers and maintains a register of attendees.</p>	As per National Rural Touring Forum guidance, a copy of which can be provided.