



UGBOROUGH VILLAGE HALL

Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Mrs K Brampton
14 Seldons Close	3, The Square	Hill House	Hill House
Ugborough	Ugborough	Ugborough	Ugborough
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NJ

COVID-19 Risk Assessment for Ugborough Village Hall – Updated 22nd February 2022

This document is a COVID-19 Risk Assessment and Plan for operation of Ugborough Village Hall. It is to be read in concert with the existing building risk assessment. The COVID-19 Risk Assessment and Plan is carried out in consultation with the committee and caretaker/cleaner and is provided to hirers as a document to be observed as part of the Special Conditions of Hire. This Risk Assessment was updated following receipt of the ACRE Briefing for village and community halls COVID-19 update dated 16 December 2021.

Important Notes:

1. The COVID-19 Risk Assessment is separate and may 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. The Committee must be notified of anyone who has used the Hall and tested positive for COVID-19.
4. This document is not a replacement for individual activity risk assessments required by the government or regulatory bodies. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are established to achieve as low a risk as is reasonably practicable. Residual risk is to be understood by all users and outstanding mitigating actions listed are to be adhered to if required. With mitigation in place all identified risks were assessed to be Low.

Plan use under COVID restrictions

Following lifting of the COVID -19 Government restrictions and limitations Ugborough Village Hall became available for bookings, but with mitigations recommended by government regulations and guidance:

- The responsibility to comply with face coverings is the individual's, not the building owner or organiser of an activity.

- Good hygiene practices, i.e., regular hand washing with sanitiser or soap and water, and, where practical, social distancing remain essential. Hand sanitiser stations will be maintained in the Hall.
- All wishing to hire the Hall must use the online booking form and the Booking Secretary/committee will make contact to discuss potential arrangements. Only then will the booking be confirmed.
- Booking periods available include:
 - Monday to Friday evenings - 7.00pm until midnight.
 - Saturdays - 8am to 11.45pm (11pm in the case of theatrical plays).
 - Sundays - 8am to 10.30pm.

Responsibilities:

- The COVID-19 Officer is Stafford Williams, Hall Secretary (07941 588581). His responsibility is to ensure plans and risk assessments are maintained and updated as well as to monitor that guidance is being followed at all Hall activities.
- Individuals who hire the Hall are to ensure the actions in this plan are adhered to and complete all elements at every event.
- Hirers should document their cleaning and compliance with Government guidelines at any time.
- Hirers should review their risk assessments regularly.
- Risk assessments are to be made available by hirers on request.
- Those attending events are to ensure they comply with the good practice and encourage children to take all aspects seriously:
 - Use of hand sanitiser on entry/exit and regular hand washing.
 - Rooms well ventilated.
 - Use of face masks if desired.
 - Social distancing as appropriate.
 - Cleaning regime before and after hires.
- All attending should consider what PPE and actions are appropriate to them and are to adhere to latest government guidance for use of a community centre.
- Equipment and surfaces should be wiped down with disinfectant after use.
- Everyone is responsible for following of the guidance and raising issues immediately that they become aware of them. Any member of the management committee can be contacted, if necessary, for raising issues or concerns.
- Nobody should use the Hall if they have concerns associated with the following symptoms of COVID-19:

- A high temperature (above 37.8° C).
- A new continuous cough.
- Shortness of breath.
- A sore throat.
- Runny nose.
- Headache.
- Sneezing.
- Loss of or change in normal sense of taste or smell.
- Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous 5 days.
- **Anyone who becomes infected before or after using the Hall should inform the Hall Management Committee so that other users can be informed.**

Additional guidance for activities:

- Capacity figures and ventilation may need attention by some hirers: Doors should be fixed open where possible for ventilation (except fire doors), use of outdoor space encouraged where possible. Capacity may be reduced below that already reached for social distancing.

Risk Assessment

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 you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers.	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Face masks to be worn by users. Volunteers provided with protective overalls and plastic, or rubber gloves as required. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required. Re-opening plan to be adhered to. Risk assessment to be completed by hirer and available on request. Sanitiser station inside and at front door	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.	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking 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.	Staff and volunteers to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Discuss situation with staff/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 activity for the time being. Committee members liaise regularly to see if arrangements are working.	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.
Exterior areas and stairway	Social distancing is not observed as people	Use one-way system if possible or ensure marshals control flow at front door.	Transitory lapses in social distancing in outside areas are

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	congregate before entering premises. Exit and entrance areas too congested to allow social distancing. People drop tissues.	Cleaner to check area outside doors for rubbish which might be contaminated, e.g., tissues. Wear plastic gloves and remove. Sanitiser station to be placed outside.	less risky, the main risk is likely to be where people congregate in a closed area or for vulnerable people. PPE is provided by users and the caretaker/cleaner as required.
Entrance hall/lobby/corridor	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.	Door handles and light switches to be cleaned regularly. Create one-way system and provide signage. Sanitiser station inside and at front door.	Marshalling and signage direct correct use of corridors and entrances.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Projection equipment. Screen. Window curtains, photos, displays. Social distancing to be observed.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned: <ul style="list-style-type: none"> • By hirers before and after use. • Weekly by caretaker. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Open windows and doors when possible. Operate extractor fans.	Hirers should also provide hand sanitiser. Caretaker uses fogging equipment to sanitise soft furnishings. Fan operating instructions posted on wall.
Committee Room	Social distancing more difficult in smaller areas. Door and window handles Light switches Tables, chair backs and arms.	Surfaces and equipment to be cleaned by hirers before use and weekly by hall cleaner. Recommend hirers hire larger hall space and avoid use of small room. Open windows and doors when possible.	Hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.
Kitchen	Social distancing more difficult Door and window handles	Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels, hand sanitiser, soap and paper towel to	Cleaning materials available in clearly identified location, eg box on the kitchen surfaces, regularly

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	supplement that provided. Open windows and doors when possible. Operate extractor fans. Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70.	checked and re-stocked as necessary.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch. Door handles in use. Equipment needing to be moved.	Access limited to those authorised.	Cleaner to decide frequency of cleaning.
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive. Consider engaged/vacant signage and posters to encourage 20-second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

Stafford Williams
Secretary