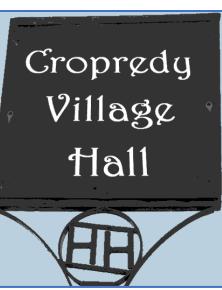


Cropredy Village Hall COVID-19 Risk Assessment



The following table defines the risks and associated mitigation measures required for the re-opening of the Village Hall for activities and events. This must be available to each hirer to ensure that their obligations are understood before they sign the Hire Agreement.

With the end of government legislation on Covid, the following represents best practice which the hirer should be encouraged to adopt.

| # | Area/Item | Risk | Mitigation Action | Probability | Impact |
|----|-----------|--|---|-------------|--------|
| 01 | Internal | Contamination of surfaces with COVID-19 | 1) The hirer should be aware that it is good practice to clean surfaces and equipment before and at the end of the hire period. 2) The hirer should be advised to regularly clean door handles and light switches if used. 3) Continue with Covid regular cleaning regime. 4) Provide touch-less hand sanitisers at the entrance and exit of the hall. 5) Ensure that hand sanitisers are regularly topped up and that the batteries are replaced when necessary. | L | H |
| 02 | Internal | Exposure to COVID-19 through cleaning of contaminated surfaces | 1) If contamination is considered likely, ensure anyone cleaning uses appropriate PPE and advised to wash outer clothes after cleaning duties. 2) Consider closing the Village Hall until a deep clean can be completed. 3) If closure is necessary, advise future hirers as soon as possible. | L | H |
| 03 | Internal | Staff/volunteers either extremely vulnerable exposed to COVID-19 | Discuss with individuals affected and if necessary, provide PPE, or advise not to attend. | L | H |
| 04 | Foyer | Social distancing is not observed as people enter or leave the Village Hall. | 1) Doors to the main hall should be fastened open to prevent congestion and also to reduce the number of times the door handles need to be cleaned, as well as improving ventilation. 2) Encourage a one-way lane system so that people entering and leaving do so on different sides of the foyer. Use signage and tape to designate lanes. 3) Advise the hirer that it is their responsibility to reduce the possibility of pinch-points caused by the checking of tickets or payment of admission. | H | L |
| 05 | Main Hall | Social distancing is not observed before, during or after the event/activity. | Advise hirers in the Hire Agreement that it is their responsibility to plan their event/activity and encourage social-distancing. The hirer may wish to consider a one-way system and if necessary, position tables and chairs in such a way as to ensure the social distancing can be maintained. | H | L |
| 06 | Kitchen | Social distancing is not practical in the confines of the kitchen with the potential for contamination of many surfaces and doors. | Encourage the Hirer to minimise the number of people in the kitchen at any one time. | H | L |
| 07 | Bar | Social distancing is not practical in the confines of the bar with the potential for contamination of many surfaces and doors. | Encourage the Hirer to minimise the number of people in the bar at any one time. | H | L |

| | | | | | |
|----|-------------------------|---|---|---|---|
| 08 | Cloakroom | Social distancing is not practical in the confines of the cloakroom. | Encourage the Hirer to minimise the number of people in the cloakroom at any one time. | H | L |
| 09 | Toilets | Social distancing is not practiced in the confines of the toilets. | 1) Encourage the Hirer to minimise the number of people in the cloakroom at any one time. 2) Ensure that disinfectant wipes are available within the toilets. | H | L |
| 11 | Stage Corridor | Social distancing cannot be maintained. | Ensure that this corridor is only used by one person at a time. | L | L |
| 12 | Tables | Contamination of surfaces with COVID-19 | Advise hirers that they should clean the tables at the start and end of the hire period. | L | H |
| 13 | Stage | Contamination of curtains with COVID-19. | Reduce the possibility of touching the curtains by tying them in the open position and ensure that hirers are aware that use of the curtains should be minimised. | L | H |
| 14 | Stage | Contamination of sound and vision controls with COVID-19. | The hirer should ensure that all controls are cleaned before and after the hire period. | L | H |
| 15 | Stage | Contamination of light switches with COVID-19. | The hirer should ensure that all controls are cleaned before and after the hire period. | L | H |
| 16 | Ventilation | COVID-19 contamination by aerosol. | 1) Encourage the hirer to open windows and if necessary, doors to provide an adequate airflow through the main hall. 2) The hirer should clean any window catches at the end of the hire period. | L | H |
| 17 | Lighting & Illumination | COVID-19 Contamination of surfaces and soft-furnishings | 1) The hirer should clean any used window catches at the end of the hire period. 2) The hirer should clean light-switches at the end of the hire period. | L | H |
| 18 | Cleaning | Inappropriate cleaning products used for cleaning resulting in inadequate cleaning, or harm to the hirer. | Provide the appropriate cleaning products for the hirer to use. | L | H |