



COVID-19 RISK ASSESSMENT FOR RE-OPENING OF VICTORIA DIAMOND JUBILEE HALL



Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Volunteers and contractors– Maintenance activities in the hall, including deep cleaning, regular cleaning.	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. Volunteers provided with protective overalls and plastic or rubber gloves as appropriate. Contractors provide their own. Volunteers advised to wash outer clothes after cleaning duties. Volunteers will be given guidance and PPE for use in the event deep cleaning is required.	Volunteers to be given 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.
Volunteers and contractors – Vulnerable people including over 70s, pregnant or underlying health issues.	Volunteers who are either extremely vulnerable or over 70. 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	Volunteers in the vulnerable category are advised not to carry out supporting tasks for the time being.	Volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless the volunteer agrees it can be shared. It is important people know they can raise concerns
Car Park/footpaths / pavements/ Garden / 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.	Volunteers will regularly check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements remain in place.

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Entrance hall/lobby/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.	Main foyer and corridors are “pinch points” and potentially busy areas. 2 metre spacing marked out in entrance area. One way system in place with signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall at entrances/exits.	Hand sanitiser will be regularly checked. Bins will be emptied regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Window curtains or blinds. Stage curtains. Wall displays. Social distancing to be observed	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use. Cushioned chairs not to be used for the time being. Wooden benches and chairs to be used. Stage backdrop curtains will be removed. Social distancing guidance to be observed by hirers in arranging their activities. Hirers encouraged to wash hands regularly	Hall will not be available for concerts/ performances for the time being. Use of cushioned chairs may be considered by exception. Precautions such as plastic coverings will be instructed. Avoid anyone else touching them unless wearing plastic gloves. Hand sanitiser available.
Ante Room / Committee Rooms	Social distancing more difficult in smaller areas. Door and window handles Light switches Tables, chairs with upholstery seats.	Hirers to use Main Hall and avoid use of smaller rooms. Surfaces and equipment to be cleaned by hirers before and after use.	NB. This affects the Under 5s. Committee Room to be considered only for small meetings on a case by case basis.

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Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks. Cupboard/drawer handles. Fridge, Crockery/cutlery, Kettles, cooker/microwave/ tea urn.	For the time being, hirers requested to limit use of kitchen to access sink for water only. Hirers to consider if food/drink absolutely necessary, and to provide own crockery & cutlery. Hirers to clean all areas likely to be used before use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided.	The kitchen crockery & cutlery will be unavailable to hirers. Hirers own used items to be removed at the end to the session, and not cleaned in the kitchen sink. Hirers should consider the use of disposable items. 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.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer responsible for cleaning equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Hirers to be respectful of other groups equipment in the storage area.
Toilets	Social distancing difficult. Surfaces in frequent use ie door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before user group arrive. Engaged/vacant signage will be provided on door into toilet, and posters to encourage 20 second hand washing.	Soap, paper towels, and toilet paper will be regularly replenished, and hirer knows where to access for restocking if needed.

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Events	Handling cash and tickets. Social Distancing. Too many people arrive	Only hall admission for user groups, and community meetings being Considered for the time being.	
Water	Legionella as building has been closed since March 2020	Legionella testing needs to be done prior to hall re-opening.	Once hall has been given the all clear then make sure all taps are ran, toilets and cisterns are flushed through weekly. This will be carried out before hall re-opens
Cleaning		A deep clean needs to be done in all areas as the hall has been closed since March 2020	This will be carried out before hall re-opens
User Group Cleaning Materials Area	Cossh,	Needs to be placed in a safe area out of reach of children. Hires will need to understand COSSH risks. PPE will need to be provided.	Each hire needs to know the designated area.

Victoria Diamond Jubilee Hall Committee
August 21