

COVID-19 Risk Assessment for re-opening of Thurgarton Village Hall

Risk Identified	Who may be harmed	Actions in place to mitigate risk, by TCA	Further action if required	By Whom?	Last done
<p>Pathways Social distancing (S.D) may not be observed as people congregate outside, before entering the hall.</p>	Users who are not observing S.D. whilst queueing	<p>2 metre spacing marked out on paths to encourage care when queueing to enter hall with explanatory signage.</p> <p>Stay at home guidance if unwell, at Entrance and main hall.</p>	Ask hirers to remind users to use the 2m marking provided.	TCA Booking Secretary, by email	Sept 20
<p>Entrance lobby "Pinch Point" busy area where distancing may not be observed as users enter the building.</p>	Users who are not observing S.D.	<p>Both doors, outer and inner, wedged open to prevent congestion/give ventilation.</p> <p>Signage on outer door reminding users to move into the hall without delay.</p> <p>One-way system in place, with signage and floor tape to assist S.D.</p>	<p>Ask Hirer to do this at start of each activity.</p> <p>Ask Hirers to explain one-way system to users.</p>	<p>TCA Booking Secretary, by email</p> <p>TCA Booking Secretary, by email</p>	Sept 20

Thurgarton Community Association

... HALL ... EVENTS ... TAKING PART ... COMMUNITY ... HALL ... EVENTS ... TAKING PART ...

Risk Identified	Who may be harmed	Actions in place to mitigate risk, by TCA	Further action if required	By Whom?	Last done
		<p>Hand sanitiser station (1st) provided on entry to the hall. (with signage.)</p> <p>Door handles, light switches to be cleaned after each club/activity. Sanitiser refilled.</p>	<p>Checked daily and refilled when necessary.</p> <p>After each class/activity.</p>	<p>Committee member</p> <p>Cleaner/Committee member.</p>	
<p>Indoor Toilets S.D. difficult. Surfaces in frequent use – door handles, light switches, basins, toilet seats, baby changing surfaces and mirrors.</p>	Hirers, and all other hall users.	<p>Only the disabled toilet will be available for use, and only if absolutely necessary.</p> <p>Signage in toilet area to encourage 20 sec hand washing.</p> <p>Soap and paper towels replenished regularly.</p> <p>Toilet and hand basin to be cleaned/disinfected after every class incl door handles light switches and bin emptied (gloves to be provided.)</p> <p>Visible cleaning schedule on wall.</p>	<p>After each class/activity.</p> <p>Signed, date/time cleaned.</p>	<p>Cleaner/Committee member.</p> <p>Cleaner/Committee member.</p> <p>Cleaner/Committee member.</p>	

Thurgarton Community Association

... HALL ... EVENTS ... TAKING PART ... COMMUNITY ... HALL ... EVENTS ... TAKING PART ...

Risk Identified	Who may be harmed	Actions in place to mitigate risk, by TCA	Further action if required	By Whom?	Last done
<p>Main Hall Transmission of the virus from people and/or surfaces.</p>	<p>Hirers, users, committee members, occasional visitors not S.D/touching fittings, furniture.</p>	<p>Signage encouraging S.D. on walls and floors.</p> <p>One-way system in place (signage) with 'Entrance' and 'Exit' Signage. (Exit out of fire doors into back car park.)</p> <p>Hand Sanitiser station (2nd) in hall.</p> <p>Door handles, light switches, window catches to be cleaned after each class. Sign to Hirers to open windows/doors to enable as much ventilation as possible. (Also, 'Do not touch curtains' sign.)</p>	<p>Ask Hirers to remind users about guidance for S.D. Ask Hirer to remind users</p> <p>Checked daily and refilled when necessary.</p> <p>After each activity/class. Deep clean by cleaner including floor as necessary.</p>	<p>TCA Booking Secretary, by email</p> <p>TCA Booking Secretary, by email</p> <p>Committee member</p> <p>Cleaner/Committee member.</p>	<p>Sept 20</p> <p>Ongoing.</p>
<p><u>Committee and Storage Rooms</u> S.D. is difficult in the small space. Possible spread of virus on furniture/equipment.</p>	<p>Hirers, users getting out/putting away equipment.</p>	<p><u>N.B. COMMITTEE AND STORAGE ROOMS ARE NOT AVAILABLE FOR USE.</u> Signage on Committee Room door 'do not enter.'</p>	<p>Hirers must apply to TCA Booking Secretary for access for specific equipment. A number of table and chairs will be available for use from the cosy corner.</p>		

Thurgarton Community Association

... HALL ... EVENTS ... TAKING PART ... COMMUNITY ... HALL ... EVENTS ... TAKING PART ...

Risk Identified	Who may be harmed	Actions in place to mitigate risk, by TCA	Further action if required	By Whom?	Last done
<p><u>Upholstered Seating</u> Virus may remain on fabric and frequent cleaning would damage fabric</p>	Those using hall chairs, sofas and tables.	<p>All Upholstered seating has been removed from the hall, to the storeroom and committee room and currently not for use.</p> <p>The upright chairs which Hirers may use can be found in the cosy corner. Hirers must clean/disinfect them before returning them to cosy corner (Cleaning sprays will be available in the cosy corner.)</p>	Ask Hirer to ensure this is carried out.	TCA Booking Secretary by email.	Ongoing.
<p><u>Kitchen.</u> S.D. more difficult surfaces could be infected by those who are infected with the virus.</p>	Any users of Kitchen	<p><u>N.B. KITCHEN IS NOT AVAILABLE FOR USE</u> at the present time. Signage on kitchen door 'do not enter.'</p>			
<p><u>Outdoor Picnic Table Area</u> Users who may not be S.D.</p>	Anyone using or standing around tables.	Picnic tables are 2metres apart to encourage S.D. Signage to reinforce S.D. and personal hand hygiene	Use village email to remind users to S.D.	Committee	Sept 20

Thurgarton Community Association

... HALL ... EVENTS ... TAKING PART ... COMMUNITY ... HALL ... EVENTS ... TAKING PART ...

Risk Identified	Who may be harmed	Actions in place to mitigate risk, by TCA	Further action if required	By Whom?	Last done
<p>General Exposure to Covid 19 from other users and from contaminated surfaces.</p>	<p>Hirers, hall users, Committee and occasional maintenance workers.</p>	<p>Hirers have responsibility to manage risks for their own classes relevant to their specific activity including number of users of the hall which is <u>7m x 14m.</u></p> <p>NB: Hirer to give copy of own risk assessment to the TCA Committee, having noted and agreed to compliance with this risk assessment.</p> <p>Hirers to alert their members to the new Covid-19 measures in place at the hall.</p> <p>Hirers must keep record of users for NHS 'Test and Trace' each time the hall is used, (Name, postcode, phone Nr)</p>	<p>Committee will randomly request to see the data collected by Hirers.</p>	<p>Hirer</p> <p>Hirer</p> <p>Hirer</p> <p>Committee</p>	<p>Ongoing</p>

Thurgarton Community Association

... HALL ... EVENTS ... TAKING PART ... COMMUNITY ... HALL ... EVENTS ... TAKING PART ...

Risk Identified	Who may be harmed	Actions in place to mitigate risk, by TCA	Further action if required	By Whom?	Last done
		Committee will also keep temporary record of all customers, visitors, hirers for 21 days to assist 'NHS Test & Trace.' This will be destroyed after one month, following GDPR guidelines.	Destroy data after one month.	Committee Committee	

Thurgarton Community Association

... HALL ... EVENTS ... TAKING PART ... COMMUNITY ... HALL ... EVENTS ... TAKING PART ...