

CLAPHAM VILLAGE HALL COVID-19 RISK ASSESSMENT August 2020

**As from Saturday 8th August 2020 it is compulsory to wear a face mask/covering in the Village Hall. Exemptions are listed at GOV.UK
If removed for a permitted temporary reason e.g. to drink or eat or exercise the mask should then be replaced when in any public area.
The caretaker will sanitise after every hiring and will clean as normal before every hiring.**

Area or People at Risk	Risk Identified	Actions to take to mitigate risk
Staff, Contractors.	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Occasional Maintenance Workers.	General national guidance at Main Entrance Door. Staff provided with protective overalls and disposable gloves. Contractors provide their own. Staff advised to wash overalls & outer clothes after cleaning duties. PPE provided for use in the event deep cleaning is required.
Car park/paths/patio	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	2 metre signs to be placed outside Main Entrance. Disposable gloves supplied to caretaker to clear any litter. Ordinary litter collection arrangements remain in place.
Entrance Foyer and Cleaning Cupboard – Mainly used by caretakers. Cleaning equipment and products in cupboard available to hirers if required.	Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area. Door handles, light switches in frequent use.	2 metre floor marking tape in place in foyer. Follow on classes from one group should wait outside or in their vehicles until previous class exits and wait to be called in by class leader. Hand Sanitiser provided, to be checked daily. Frequent touch points will be cleaned by caretaker after every hiring.
Toilets (Ladies, Gents & Disabled Facility)	Social distancing difficult. Surfaces in frequent use e.g. door handles, light switches, taps, basins, toilet handles, seats etc. Baby changing, mirrors.	Main door to Ladies and Gents will be wedged open. Preferably no more than 2 people at a time to use facilities. Soap, paper towels and toilet paper to be checked daily. Frequent touch points will be cleaned by caretaker after every hiring.

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Main Hall and Stage	Door handles, light switches, window catches, tables, chairs. Window curtains. Social distancing to be observed	Hand Sanitiser provided, to be checked daily. Frequent touch points will be cleaned by caretaker after every hiring. Furniture will be sanitised with a sprayer by the caretaker. Window curtains NOT to be touched by hirer. STAGE now out of bounds. Surplus tables & chairs will be removed to Bar Room for storage. Maximum of 30 People permitted in the Main Hall. 24 for exercise classes etc. using equipment or the maximum number as advised by activities Advisory Body. 2 metre distancing reminder signs in place.
Kitchen and Boiler Room – Access to Emergency Fire Door	Social distancing more difficult. Door and window handles, light switches, working surfaces, sinks, cupboard & drawer handles, fridge, freezer, crockery, cutlery, kettle, hot water boiler, cooker, microwave, dishwasher, rubbish bins.	Hand Sanitiser provided. Separate sink for hand washing, hand soap and paper towels. Due to the high risk of cross contamination the kitchen and all facilities are out of bounds to all hirers except the Blood Donation Service. Hirers should remind their clients to provide their own prepared drinks or snacks if required. Tea towels will no longer be provided now or in the future.
Bar Room and Committee Room and Rear Corridor	Hand Sanitiser provided in both rooms. Social distancing more difficult in smaller areas. Door and window handles, light switches, tables, chairs. Rooms with carpeted floors less easily cleaned.	Due to small number of people permitted with social distancing in place these rooms are now Out of Bounds . The Bar Room will be used to store surplus furniture from the Main Hall. It will also be used as an isolation area for anyone showing symptoms of Covid-19. A Covid-19 First Aid Box will be provided.

