

# Chiddingfold Village Hall and Recreation Ground Charity

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## COVID-19 RISK ASSESSMENT

This risk assessment has been carried out by the Trustees of the Charity with the aim of enabling the safe use of the village hall (the “premises”) whilst minimising the potential for the spread of the COVID-19 coronavirus. Each Hirer is required to have read this risk assessment and the Charity’s “Special Terms and Conditions – COVID-19” and to undertake to follow all stated requirements and, where practical, recommendations.

The mitigations shown in the third column of the table below are colour coded as follows:

**Bold Red – Actions that are mandatory (typically based on Government advice)**

Orange – Actions that are strongly recommended

Green – Actions that should be considered

**NOTE: As the Hall is not manned, each Hirer has responsibility for ensuring compliance with all of the stated requirements in relation to their event.**

Any query regarding this risk assessment or any of the mitigations stated herein must be referred promptly to the Charity’s Bookings Clerk (01428 735356) or Buildings Manager (07493 638102) or Trustee for Hiring (07837 920650).

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>All persons entering the premises including Hirers, attendees, visitors, volunteers, cleaners and contractors</b></p>	<p><b><u>COVID-19 entering the premises</u></b></p>	<p>Notice re: stay at home guidance if unwell at main entrance and in Main Hall</p> <p><b>Hirer to advise potential attendees of the need to stay home if the attendee has COVID symptoms or a positive COVID test</b></p> <p>Floor standing hand sanitiser unit located in the entrance foyer</p>	<p>✓</p> <p>✓</p>
	<p><b><u>Transfer of COVID-19 within the premises</u></b></p> <p>Washing hands for 20 seconds with soap and water frequently throughout the event</p> <p>Alcohol based gel hand sanitisers at all entrances and exits</p>	<p>Signs in the toilets and kitchen to communicate the importance of good hand hygiene</p> <p>Floor standing hand sanitiser unit located in the entrance foyer</p> <p>Wall mounted sanitiser units outside rooms and at all other exits</p> <p><b>Charity personnel to check the supply of hand sanitiser regularly</b></p>	<p>✓</p> <p>✓</p> <p>✓</p> <p><b>Note:</b> Sanitiser should <b>not</b> be used as an alternative to washing hands whilst on the premises</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>All persons entering the premises including Hirers, attendees, visitors, volunteers, cleaners and contractors (cont:)</b></p>	<p><b>Symptoms of COVID-19</b> Someone becomes unwell whilst on the premises and shows COVID symptoms, including a new continuous cough, high temperature or loss of taste and/or smell</p> <p>Someone develops COVID (or COVID symptoms) within 14 days of being on the premises</p>	<p>Trustees to notify all Hirers for regular events that:</p> <ul style="list-style-type: none"> <li>(i) they must identify an isolation area to be used if anyone is unwell, e.g. the Charles Watts Room if the event takes place in the Main Hall</li> <li>(ii) the affected person must be isolated immediately and NHS (111) contacted for guidance</li> <li>(iii) all other persons must leave the premises immediately, having provided their contact details</li> </ul> <p><b>All persons using the premises must inform the Charity if they become unwell with COVID symptoms within 10 days of being on the premises</b></p>	<p style="text-align: center;">✓</p> <p>Trustees will inform Waverley Borough Council (WBC - the local public health authority) when they are notified of a case and take whatever action is required by WBC</p> <p>Trustees will inform the Hirer of the event which the person attended that they must provide contact details of all attendees to WBC</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>All persons entering the premises including Hirers, attendees, visitors, volunteers, cleaners and contractors (cont:)</b></p>	<p><b>Social Distancing</b> Government rules/guidelines are not observed within the premises</p>	<p>Signs throughout the premises to communicate the importance of social distancing</p> <p><b>Hirer to actively “police” social distancing throughout the duration of their event</b></p>	<p>??</p>
	<p><b>Cleaning</b> Cleaning of surfaces potentially infected by people carrying the COVID virus</p>	<p>Trustees to communicate to all Hirers their responsibility for ensuring cleaning of the areas used after use (15 minutes allowed post-event)</p> <p><b>Regular Hirers to provide their own PPE and cleaning equipment or can use cleaning kits provided</b></p> <p><b>Hirer to ensure frequent cleaning during their event of all objects and hard surfaces which are (or may be) touched regularly, especially door handles, door plates, light switches, taps, toilet flushes, toilet seats – using cleaning products on disposable cloths or paper towels</b></p> <p><b>Hirer to ensure that used cleaning cloths and paper towels to be bagged separately for disposal – to be taken off premises for disposal by the user</b></p>	<p>✓</p> <p>Hirers will also be offered 10 minutes before their event to pre-clean (on request)</p> <p>Trustees to ensure that supplies of Flash (or equivalent) for general cleaning, bleach, disposable cloths and paper rolls to be available on the premises at all times</p> <p>Nursery School staff are responsible for cleaning the two rear (backstage) toilets</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>All persons entering the premises including Hirers, attendees, visitors, volunteers, cleaners and contractors (cont:)</b></p>	<p><b>Cleaning (cont:)</b>            Deep cleaning of premises if someone falls ill with COVID symptoms on the premises</p> <p>General cleaning contract</p>	<p><b>Charity personnel to follow Public Health England (PHE) guidance (including use of PPE) if deep cleaning is required</b></p> <p><b>Building Manager, Bookings Clerk and Trustees to manage and monitor the work of the contract cleaners (EcoClean) to ensure a high standard of cleanliness throughout the premises</b></p>	<p>COVID cleaning kits have been provided in the Main Hall, Charles Watts Room and Kitchen with cleaning equipment including gloves and paper towels</p> <p>EcoClean presently clean the premises twice a week. If multiple weekend bookings are made, Trustees will provide additional cover to ensure high use areas cleaned between events</p>
<p><b>Event Access Control</b></p>	<p>Handling cash and tickets</p>	<p>Hirer to arrange online bookings, ticketless access (e.g. use of tick off attendee lists) and cashless payments as far as possible</p> <p>Hirer to ensure that cash to be handled by only one individual, wearing gloves</p>	

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<b>Event Access Control (cont:)</b>	<p>Social Distancing</p> <p>Too many people arrive</p>	<p><b>For performances – seats to be limited, booked in advance, 2 seats and 1 vacant row between household groups</b></p> <p><b>For other uses, Hirer to ensure that the applicable Government rules/guidelines on social distancing, “bubbles”, etc. to be followed</b></p> <p><b>Hirer to strictly control numbers to within acceptable limits by operating pre-booking only</b></p> <p><b>Hirer to turn away potential attendees when limits have been reached</b></p>	<p>Hirer should regularly check Government websites for the latest applicable rules/guidelines</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>Volunteers</b></p>	<p><b><u>Volunteers who are over 70 or who are considered vulnerable</u></b></p> <p>Volunteers carrying out cleaning, caretaking, internal maintenance or other tasks could be exposed if a person carrying the virus has entered the premises or falls ill</p> <p>Mental stress from handling the new situation</p>	<p>Trustees to discuss the situation with all 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 work for the time being</p> <p>Regular check-ins with volunteers by Trustees</p>	<p>Trustees to notify all volunteers immediately if someone is tested positive for COVID who has been on the premises</p> <p>Details of a volunteer's medical condition must be kept confidential, unless he/she agrees it can be shared</p> <p>It is important people know they can raise concerns</p>
<p><b>THE SECTIONS BELOW RELATE TO ALL AREAS OF THE PREMISES – HIRERS MUST TAKE THESE INTO ACCOUNT IN ADDITION TO THOSE RELATING TO PEOPLE ABOVE</b></p>			
<p><b>All Areas</b></p>	<p>Hard surfaces (e.g. door handles, window latches, light switches, etc.) which are (or may be) touched by attendees during any event</p> <p>Rubbish (including used cleaning materials)</p>	<p><b>Hirer to ensure that all hard surfaces are cleaned after their event</b></p> <p><b>Hirer to ensure that:</b></p> <p><b>(i) users take their own rubbish away with them</b></p> <p><b>(ii) used cleaning cloths and paper towels are bagged separately for disposal</b></p>	<p>Hirers should know where to access cleaning materials</p> <p>Charity personnel should regularly check/empty bins</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
Seating/Tables	<p><b><u>All Plastic Stacking Chairs</u></b> Virus may be present on surfaces after use</p>	<p><b>Only these seats can be used by Hirer without prior written permission</b></p> <p><b>Hirer to ensure that all chairs (including legs) are cleaned after their event</b></p> <p>Use of seats should be minimised where possible</p>	
	<p><b><u>Red Upholstered Chairs</u></b> Virus may remain on fabric after use. Upholstery cannot readily be cleaned - frequent cleaning would damage fabric. Metal parts are more likely to be touched when moving them, i.e. more frequently</p>	<p><b>Hirer to get prior written permission to use these chairs</b></p> <p>Hirer to avoid anyone touching them unless wearing plastic gloves</p> <p>If these chairs are used, Charity personnel/Hirer to rotate which chairs are used to minimise cleaning of any individual chairs</p>	The Charity should arrange for any upholstered chairs used to be quarantined for 72 hours
	<p><b><u>Black Upholstered Chairs</u></b> Virus may remain on fabric after use. Upholstery cannot readily be cleaned - frequent cleaning would damage fabric. Metal parts are more likely to be touched when moving them, i.e. more frequently</p>	<p><b>These chairs are <u>NOT</u> to be used for events other than Chiddingfold Cinema</b></p>	



Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<b>Seating/Tables (cont:)</b>	<b><u>Tables</u></b>	<p>Use of tables should be minimised where possible</p> <p><b>Hirer to ensure that all table tops and legs are cleaned after their event</b></p>	Hirers should know where to access cleaning materials
<b>THE SECTIONS BELOW RELATE TO SPECIFIC AREAS OF THE PREMISES – HIRERS MUST TAKE THESE INTO ACCOUNT IN ADDITION TO THOSE RELATING TO PEOPLE AND ALL AREAS ABOVE</b>			
<b>Car Park/Patio/Exterior Areas</b>	<p>Government rules/guidelines are not observed as people congregate before entering or after leaving the premises OR Area is too congested to allow social distancing</p> <p>People drop tissues, masks, etc.</p>	<p><b>Booking Clerk to review start and finish times of hires to ensure there is no overlap between groups (target 30 minute gap between bookings)</b></p> <p>Hirer to consider:</p> <ul style="list-style-type: none"> <li>(i) marking out a 2 metre waiting area outside all potential entrances/exits (e.g. with tape) to encourage social distancing</li> <li>(ii) using a one-way system into/out of the premises (e.g. using the fire exits)</li> </ul> <p>EcoClean to check area outside doors for rubbish which might be contaminated and remove and dispose of (wearing plastic gloves)</p>	<p style="text-align: center;">✓</p> <p>Transitory lapses in social distancing in outside areas are less risky - the main risks are likely to be where people congregate or for vulnerable people</p> <p style="text-align: center;">✓</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<b>Entrance Foyer</b>	Possible “pinch point” where social distancing may not be observed due to the confined area	Hirer to: (i) identify “pinch points” and busy areas (ii) consider marking out 2 metre spacing in the entrance area (iii) consider creating a one-way system into/out of the premises (e.g. using the fire exits) and provide signage	
<b>Male/Female/Disabled Toilets</b>	Social distancing difficult  Hard surfaces (including basins, toilet handles, toilet seats, baby changing shelf, vanity surfaces and mirrors, etc.) which are (or may be) touched by attendees during any event	Signs placed on doors limiting number of users  Adjacent cubicles or basins which do not allow for social distancing are closed off  <b>Hirer to ensure control of numbers accessing toilets at any one time, with priority given to more vulnerable users</b>  <b>Hirer to clean all hard surfaces, etc. before the public arrive</b>  <b>Charity personnel to ensure that:</b> (i) <b>soap, paper towels, tissues and toilet paper are regularly replenished</b> (ii) <b>bins are emptied regularly</b>	✓  ✓  Hirers should know where to access for re- stocking if needed  Cleaning products and paper towel supplies in each toilet

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>Charles Watts Room</b></p>	<p>Ventilation/Air Circulation</p> <p>Social distancing is more difficult due to smaller area</p> <p>Floors are carpeted – less easily cleaned</p> <p>Soft furnishings (curtains) – cannot readily be cleaned</p> <p>Use of kitchenette area</p>	<p>Hirer to ventilate room, where possible, using windows and the fire exit</p> <p>Hirer is recommended to hire the Main Hall to provide more space for social distancing</p> <p><b>Hirer to ensure social distancing is carefully maintained</b></p> <p>Hirer to consider using the fire exit to establish a one-way system into/out of the premises</p> <p>Room should not be used for activities where attendees are likely to perspire or otherwise shed bodily fluids</p> <p>Hirer should avoid use wherever possible</p> <p>Hirer should avoid use wherever possible</p> <p><b>Where the kitchenette area is used, Hirer must ensure that all hard surfaces and equipment are cleaned post-event</b></p>	<p>Trustees may consider closing this room or only hiring it out when the Main Hall is not in use</p> <p>Trustees to consider removing the curtains</p> <p>Cleaning products and paper towel roll supplied</p> <p>Hirers should know where to access for re- stocking if needed</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>Main Hall (excluding Stage Area)</b></p>	<p>Ventilation/Air Circulation</p> <p>Social Distancing</p> <p>Soft furnishings (curtains) – cannot readily be cleaned</p>	<p>Hirer to ventilate room, where possible, using Velux roof windows, ceiling fans and the fire exits</p> <p><b>Hirer to ensure social distancing is carefully maintained – especially between multiple “bubbles”</b></p> <p>Hirer should avoid use wherever possible</p>	<p>Trustees to consider removing curtains and any other items (e.g. piano, drinks cooler, photos, displays) which are seldom used but likely to be touched</p>
<p><b>Stage Area</b></p>	<p>Social Distancing</p> <p>Curtains/drops</p> <p>Lighting and audio-visual equipment and controls</p>	<p><b>Hirer to control access</b></p> <p>Consider tying back stage curtains/drops out of reach if attendees are likely to touch them</p> <p><b>Hirer to get prior written permission to use these systems</b></p> <p>Avoid anyone touching them unless wearing plastic gloves</p>	<p>Only Nursery School staff to access the stage area – for access to storage racks</p>
<p><b>Backstage Changing Rooms</b></p>		<p><b>Hirer to advise attendees to arrive dressed ready for their activity (e.g. sport, yoga, ballet)</b></p>	<p>Changing rooms are closed (other than to the Nursery School)</p>

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<p><b>Kitchen</b></p>	<p>Social distancing is more difficult due to restricted space</p> <p>Use of kitchen</p>	<p><b>Where the kitchen is to be used, Hirer must obtain prior written permission from the Charity</b></p> <p><b>Hirer to strictly control numbers using the kitchen so as to ensure social distancing, especially for those over 70</b></p> <p>Hirer should avoid bringing food/drink onto the premises or using the kitchen wherever possible</p> <p>Where food/drink is required for an event, Hirer is encouraged to bring their own food and drink onto the premises</p> <p><b>Where kitchen is not being used, Hirer must ensure no attendee accesses the kitchen</b></p> <p><b>No onsite cooking is allowed</b></p> <p>Hand sanitiser, soap and paper towels are provided</p> <p>If the dishwasher is to be used, consider use of a higher temperature</p>	

Area or People at Risk	Risk Identified and Controls Required	Actions to Take to Mitigate the Risk	Completed (✓) and any notes
<b>Kitchen (cont:)</b>	Worksurfaces, sinks, cupboard/drawer handles, fridge/freezer, crockery/cutlery, kettles, hot water boiler, cooker, microwave	<b>Hirer to ensure that:</b> <b>(i) all hard surfaces likely to be used are cleaned before use</b> <b>(ii) all hard surfaces and equipment (including crockery, cutlery, etc.) are cleaned after the event</b> <b>(iii) they provide their own tea towels</b>	Hirers should know where to access for re- stocking if needed
<b>Storage Rooms (furniture/equipment)</b>	Social distancing is difficult due to confined space Door handles in use.	<b>Hirer to:</b> <b>(i) control the accessing and stowing of equipment to ensure social distancing</b> <b>(ii) ensure that all furniture and equipment is cleaned after use</b>	
	Equipment which is not normally in use may need to be moved for access	Ample grey plastic chairs are located at the front of the Main Hall furniture store  New plastic chairs are located in the furniture store in the Charles Watts Room  There should be no requirement to move chairs between the Main Hall & the Charles Watts Room  Tables & chairs can be accessed in both locations with no requirement to move other equipment	

<b>Area or People at Risk</b>	<b>Risk Identified and Controls Required</b>	<b>Actions to Take to Mitigate the Risk</b>	<b>Completed (✓) and any notes</b>
<b>Store cupboards (cleaner, etc)</b>		Cleaning supplies are provided in each room to mitigate users' need to access the cleaners store	