**Fiskerton Village Hall COVID-19 risk assessment (using ACRE format) July 2020**

Risk score = severity x likelihood

Severity: 3 – death or serious injury, 1 – minor or no injury, 2 – everything else

Likelihood: 3 – certain, 1 – almost never, 2 – everything else

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|  | **Area or people at risk** | **Hazard identified** | **Risk score** | **Actions to mitigate risk** | **Risk score after mitigation** | **Notes** |
| 1. | Staff, contractors and hall users – identify what activity or situations might cause transmission of the virus and the likelihood of people being exposed to it | Virus could remain on surfaces  Incorrect disposal of tissues/cleaning cloths  Someone falling ill with COVID-19 symptoms on the premises  Failure to observe social distancing guidelines | Severity 3  Likelihood 3  = risk 9 | Stay at home guidance if unwell at entrance and in both halls and distributed to user group leaders  Social distancing guidelines at entrance and in both halls and distributed to user group leaders  Cleaning staff provided with overalls, gloves and masks. Contractors asked to confirm that they will be using PPE  Guidance for correct disposal of tissues/cleaning cloths issued to cleaning staff and user groups  Guidance for cleaning the hall and surfaces issued to cleaning staff and user groups  Cleaning staff and user groups asked to sign to confirm that cleaning has taken place after each activity  Separate area put aside for isolation if someone is taken ill with COVID-19 symptoms on the premises  Instructions issued to users on action to take in the event of someone falling ill | Severity 2  Likelihood 2  = risk 4 | ~~Will need a register with contact details of people who have attended the hall in case they need to be warned that someone who has attended has tested positive for COVID-19~~. The hire agreement will include the requirement for user groups to maintain a register of attendees. |
| 2. | People in high-risk groups attending the hall eg older or  clinically vulnerable people | Increased risk for people in these groups | Severity 3  Likelihood 3  Risk = 9 | Advise user groups to caution against people in higher risk groups attending  Discuss with caretaker | Severity 2  Likelihood 2  Risk = 4 |  |
| 3. | Car park | People congregate in car park  No lids on wheelie bins | Severity 2  Likelihood 3  Risk = 6  Severity 3  Severity 3  Risk = 9 | Notices advising people not to congregate  Obtain replacement lids | Severity 2  Likelihood 2  Risk = 4  Severity 1  Likelihood 3 (due to known vandalism)  Risk = 3 | Need to keep an eye in case wheelie bin lids go missing again |
| 4. | Outside main entrance | People congregate  People don’t stand back to allow others to leave the building | Severity 3  Likelihood 3  Risk = 9 | Notice asking people to observe 2m distancing.  Use spray paint to mark where people should stand  Use fire exits to provide one-way entry and exit system wherever possible | Severity 1  Likelihood 1  Risk = 2 |  |
| 5. | Outside fire exits | People congregate  People don’t stand back to allow others to leave the building  Doors open to allow for extra ventilation may mean disruption of sessions by ball games/noise outside fire exits | Severity 3  Likelihood 3  Risk = 9  Severity 1  Likelihood 3  Risk = 3 | Notice asking people to observe 2m distancing.  Use spray paint to mark where people should stand  Ask people to use one-way entry and exit system wherever possible  Notice asking people to respect activity taking place in the hall | Severity 1  Likelihood 1  Risk = 2  Severity 1  Likelihood 2  Risk = 2 |  |
| 6. | Entrance hall/lobby | Potential pinch point compromising social distancing  People entering the hall for classes at the same time as the Post Office is in operation | Severity 3  Likelihood 3  Risk = 9  Severity 3  Likelihood 3  Risk = 9 | Use one-way system  Allow one person at a time in the entrance hall  Hand sanitiser available in entrance lobby  Door handles and light switches to be cleaned regularly  Classes to use fire exits as entrance and exit when Post Office is in operation | Severity 1  Likelihood 2  Risk = 2  Severity 1  Likelihood 1  Risk = 1 |  |
| 7. | Main hall | Social distancing not observed  Hard surfaces eg tables, light switches, projection equipment may become contaminated  Soft furnishings eg chairs, curtains may become contaminated | Severity 3  Likelihood 3  Risk = 9 | Maximum number of users allowed in hall is 23 (using ACRE formula)  Regular cleaning of surfaces  Chairs to be quarantined for 72 hours between uses  Advise against use of curtains | Severity 2  Likelihood 2  Risk = 4  Severity 1  Likelihood 2  Risk = 2 | Need to section off a quarantine area for chairs and inform user groups.  Need to allocate someone to take chairs out of quarantine after 72 hours |
| 8. | 49 Squadron Lounge | Social distancing not observed  Hard surfaces eg tables, seating, light switches, projection equipment may become contaminated  Soft furnishings eg curtains and cushions may become contaminated | Severity 3  Likelihood 3  Risk = 9 | Maximum number of users allowed in lounge is 9 (using ACRE formula)  Regular cleaning of surfaces  Chairs to be quarantined for 72 hours between uses  Remove cushions  Advise against use of curtains | Severity 2  Likelihood 2  Risk = 4  Severity 1  Likelihood 2  Risk = 2 |  |
| 9. | Kitchen | High risk of compromising social distancing  High risk of transmission of the virus on crockery | Severity 3  Likelihood 3  Risk = 9 | ~~Make kitchen not available to user groups~~  With social distancing measures inplace the kitchen can be used. – Mitigation  Max 2 people in kitchen at any one time  Table service where possible  Only 1 person or family bubble at the hatch at a time  All equipment to be thoroughly washed in hot soapy water | Severity 1  Likelihood 2  Risk = 2 |  |
| 10. | Bar | Government guidance on working safely in bar areas is not implemented  With new legislation allowing pubs to open it is possible for the VH bar to open with similar regulation in place | Severity 3  Likelihood 3  Risk = 9 | ~~Carry out separate risk assessment for bar~~  ~~Consider not opening the bar~~  ~~Consider installing screen to protect bar staff~~  There is a Risk of transmission through congregation in the bar area – Mitigations are to use table service where possible, only one person at the bar counter at a time. | To be reviewed  Severity 2  Likelihood 2  Risk = 4 |  |
| 11. | Store cupboard | Social distancing not maintained | Severity 3  Likelihood 3  Risk = 9 | Notice to caution only one person allowed in the store cupboard at any one time | Severity 1  Likelihood 2  Risk = 2 |  |
| 12. | Office | Social distancing not observed  Hard surfaces eg tables, seating, light switches, projection equipment may become contaminated  Soft furnishings eg curtains and cushions may become contaminated | Severity 3  Likelihood 3  Risk = 9 | Regular cleaning of surfaces  Chairs to be quarantined for 72 hours between uses | Severity 2  Likelihood 2  Risk = 4 |  |
| 13. | Toilets | Potential lack of social distancing  Surfaces may be contaminated | Severity 3  Likelihood 3  Risk = 9 | Notice to say only one person at a time allowed in the toilet areas  Regular cleaning | Severity 2  Likelihood 2  Risk = 4 |  |