**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 surfacesIncorrect disposal of tissues/cleaning clothsSomeone falling ill with COVID-19 symptoms on the premises Failure to observe social distancing guidelines | Severity 3Likelihood 3= risk 9 | Stay at home guidance if unwell at entrance and in both halls and distributed to user group leadersSocial distancing guidelines at entrance and in both halls and distributed to user group leadersCleaning staff provided with overalls, gloves and masks. Contractors asked to confirm that they will be using PPEGuidance for correct disposal of tissues/cleaning cloths issued to cleaning staff and user groupsGuidance for cleaning the hall and surfaces issued to cleaning staff and user groupsCleaning 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 premisesInstructions issued to users on action to take in the event of someone falling ill  | Severity 2Likelihood 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. |
| 1a | Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall *[ACRE V6 18 Sep 20]* | Confusion among hirers.Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.Risk of virus spread to all attending an activity or event, rather than one group of <6. | Severity 3Likelihood 3 Risk = 9 | Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.Adjust hire conditions to cover this.Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements. | Severity 2Likelihood 2Risk = 4 | Event organisers are not expected to ask about people’s domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions. |
| 2. | People in high-risk groups attending the hall eg older or clinically vulnerable people  | Increased risk for people in these groups | Severity 3Likelihood 3 Risk = 9 | Advise user groups to caution against people in higher risk groups attendingDiscuss with caretaker | Severity 2Likelihood 2Risk = 4 |  |
| 3. | Car park | People congregate in car parkNo lids on wheelie bins | Severity 2Likelihood 3Risk = 6Severity 3Severity 3Risk = 9 | Notices advising people not to congregateObtain replacement lids | Severity 2Likelihood 2Risk = 4Severity 1Likelihood 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 congregatePeople don’t stand back to allow others to leave the building  | Severity 3Likelihood 3Risk = 9 | Notice asking people to observe 2m distancing.Use spray paint to mark where people should standUse fire exits to provide one-way entry and exit system wherever possible | Severity 1Likelihood 1Risk = 2 |  |
| 5. | Outside fire exits | People congregatePeople don’t stand back to allow others to leave the buildingDoors open to allow for extra ventilation may mean disruption of sessions by ball games/noise outside fire exits  | Severity 3Likelihood 3Risk = 9Severity 1Likelihood 3Risk = 3  | Notice asking people to observe 2m distancing.Use spray paint to mark where people should standAsk people to use one-way entry and exit system wherever possibleNotice asking people to respect activity taking place in the hall | Severity 1Likelihood 1Risk = 2Severity 1Likelihood 2Risk = 2 |  |
| 6. | Entrance hall/lobby | Potential pinch point compromising social distancingPeople entering the hall for classes at the same time as the Post Office is in operation | Severity 3Likelihood 3Risk = 9Severity 3Likelihood 3Risk = 9 | Use one-way systemAllow one person at a time in the entrance hall Hand sanitiser available in entrance lobbyDoor handles and light switches to be cleaned regularlyClasses to use fire exits as entrance and exit when Post Office is in operation | Severity 1Likelihood 2Risk = 2Severity 1Likelihood 1Risk = 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 3Likelihood 3Risk = 9 | Maximum number of users allowed in hall is 23 (using ACRE formula)Regular cleaning of surfacesChairs to be quarantined for 72 hours between uses Advise against use of curtains | Severity 2Likelihood 2Risk = 4Severity 1Likelihood 2Risk = 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 3Likelihood 3Risk = 9 | Maximum number of users allowed in lounge is 9 (using ACRE formula)Regular cleaning of surfacesChairs to be quarantined for 72 hours between uses Remove cushionsAdvise against use of curtains | Severity 2Likelihood 2Risk = 4Severity 1Likelihood 2Risk = 2 |  |
| 9. | Kitchen  | High risk of compromising social distancing High risk of transmission of the virus on crockery  | Severity 3Likelihood 3Risk = 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 timeTable service where possibleOnly 1 person or family bubble at the hatch at a timeAll equipment to be thoroughly washed in hot soapy water | Severity 1Likelihood 2Risk = 2 |  |
| 10. | Bar  | Government guidance on working safely in bar areas is not implementedWith new legislation allowing pubs to open it is possible for the VH bar to open with similar regulation in place | Severity 3Likelihood 3Risk = 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 2Likelihood 2Risk = 4 |  |
| 11. | Store cupboard | Social distancing not maintained | Severity 3Likelihood 3Risk = 9 | Notice to caution only one person allowed in the store cupboard at any one time | Severity 1Likelihood 2Risk = 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 3Likelihood 3Risk = 9 | Regular cleaning of surfacesChairs to be quarantined for 72 hours between uses  | Severity 2Likelihood 2Risk = 4 |  |
| 13. | Toilets  | Potential lack of social distancing Surfaces may be contaminated | Severity 3Likelihood 3Risk = 9 | Notice to say only one person at a time allowed in the toilet areasRegular cleaning | Severity 2Likelihood 2Risk = 4 |  |