

# Gwehelog Village Hall

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## Covid-19 Risk Assessment

**Group Leader/Hirer: If you or anyone else in your group has suffered from any Covid-19 symptoms in the last 14 days please do not enter Gwehelog Village Hall and follow current NHS advice.**

### Rationale for risk factors

COVID-19 transmission risk mainly arises from:

- Contact - contaminated surfaces
- Droplet spread - e.g. coughs, speaking and sneezes

People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. This is why it is important to stay at least two metres (six feet) away from others.

These droplets can land on objects and surfaces around the person such as tables, chairs, doorknobs, switches and handrails. People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth. This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based sanitiser.

If you have maintained the social distancing rules and hygiene methods, then the chance of potential transmission is low. With adequate hand hygiene (that is, regularly cleaning your hands in an appropriate manner and avoiding touching your face), the likelihood of picking up the infection from a surface and spreading it to a part of your body where it could become internalised, and you therefore become infected, is lower still.

### Covid-19 – Track & Trace

Please be aware and as a government requirement, we have a system in place to request and record contact details of all visitors to the Hall to help break the chains of transmission of coronavirus.

- It is essential that you, as a Group Leader/Hirer ensure that you and all your group members record their contact details on entry to the Hall. This can be done either by using our Track & Trace forms (located on notice board opposite the toilets) using your Track & Trace system/using the the Covid App (over the age of 16) by scanning the NHS QR code. The NHS QR code for Gwehelog Village Hall is located at all entrances to the Hall.
- Please keep these records for 21 days. The reason is to provide data to NHS Test and Trace if requested.

Source: [Maintaining records of staff, customers and visitors to support NHS Test and Trace - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace)

## One Way System

The Hall is operating a one way system (bilingual signs have been posted on the walls, doors and on the floor). The one way system functions using both entrance doors opposite the car park.

## Car Park

Don't forget to maintain a 2m distance in the car park and whilst entering the Hall.

## Ventilation

Please open the doors for a good through breeze. Windows opposite the car park can be opened too if you feel it is needed.

## Kitchen & Toilets

Please wash hands thoroughly with soap and dry with the hand towels provided. Please wipe all surfaces if used. Only 2 people in the Kitchen and Toilets at any one time. Maintain a 2m distance. Please wear your mask. If using the kitchen please bring your own tea towels. Where possible, Group Leaders/Hirers should bring their own refreshments to avoid using the kitchen. Hand sanitiser and antibacterial surface spray available in the kitchen. .

## In conclusion, the Key standards to maintain

- **Contact Tracing:** Please ensure this data is recorded diligently. Please keep these records for 21 days.
- **Contact with contaminated surfaces:** Please avoid touching surfaces directly. Use the kitchen roll provided and then dispose in the bin provided.

If tables and chairs are to be used, hands must be thoroughly sanitised/plastic gloves worn before moving the chairs and, all furniture used must be cleaned as it is put away by the user group. The Hall will provide hand sanitiser, disinfectant and kitchen rolls inside the Hall by the notice board.

*Hand sanitiser is also provided in automatic dispensers by the front and the rear entrance.*

- **Droplet spread - e.g. coughs, speaking and sneezes:** A 2m distance and adequate ventilation should be maintained at all times and masks should be worn (as per current government guidelines). Any exceptions to this will be provided under specific government guidelines relating to your activity.
- **Please use the one way system.**

*Provided everyone practices these hygiene methods, the transmission chain can be broken.*

## Thank You

## Limitation of this risk assessment

**Please note:** The risk assessment looks at the Hall structure only and is not intended as a risk assessment for each group using of the Hall. Each user group should produce their own risk assessment and if asked, submit a copy to Hall Committee. We will be pleased to help users produce a risk assessment.

## Sample COVID-19 Risk Assessment for Hirers of Village Halls

This sample document can be used as a guide by Hirers to produce their own tailored COVID-19 risk assessment for an event in the Village Hall. The Hall Committee will help if need be. It is intended as a supplement to the overall Village Hall Covid-19 Risk Assessment.

<b>Area of Risk</b>	<b>Risk Identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure all used surfaces are cleaned before, during and after hire e.g. tables, sinks, door, and toilet handles.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets to two at any one time.  Open doors to ventilate	Hot drinks only in the kitchen – no hot food to be prepared – ask people to BYO food and drink. Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser.  Remember to empty any bins used and/or remove rubbish sacks at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow Hall instructions provided and inform committee. Ensure track & trace details are complete.	Follow instructions – use Covid 1 <sup>st</sup> Aid Kit