



**Lyng and District Community Hall**  
 Richmond Place  
 Lyng  
 Norfolk  
 NR9 5RF  
 Charity Number 1156339



### COVID-19 RISK ASSESSMENT

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Date completed and any notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff provided with protective overalls and plastic or rubber gloves and face shield. Contractors provide their own. Staff advised to wash outer clothes after cleaning duties. All users to wear a face mask in order to enter the building, and use the facilities.</p>	<p>Staff/volunteers given guidance as to cleaning. Full face mask, disposable gloves and apron to be provided for cleaners use. Occasional workers to be asked to wear face masks and make use of hand cleaning station.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Staff in the vulnerable category are advised not to attend the hall for the time being. Contractors to be logged in each visit for possible track and trace. All organisers to keep record of attendees for possible track and trace.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p>
<p>Soft Furnishings</p>	<p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Sterilised before use by hall cleaning staff. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser, tissues and cleaning materials. All used materials to be disposed off by hirer. All aprons, gloves and tea towels removed from premises. Users to provide own, and remove from premises after use of hire.</p>

Upholstered Seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Meeting Room out of bounds for time being. No other upholstered seats in building. Hirers using fabric items to self clean and operate their own control methods.	
Small Meeting Rooms And Offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Meeting room out of bounds. Recommend hirers hire the hall or foyer. Surfaces and equipment to be cleaned by cleaner before use and by hirer after use.	One activity only in the building at any time. No double bookings. Cleaner to disinfect each morning before use that day. Foyer roof windows to be opened and door opened for ventilation.
Kitchen	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	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided	Cleaning materials to be made available in clearly identified location. No more than 3 people in the kitchen, one only at serving hatch. Dish's to be washed in dishwasher and not hand washed. All cloths / tissue used to be disposed of by hirer in bins at rear of building
Store Cupboards (Cleaner Etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Access only to cleaner
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to control accessing and stowing equipment to encourage social distancing. Only one person in store room at any time. All items re moved must be cleaned after use.	Users to provide equipment for to clean down items used. Cleaner will spray store room once each day to kill off residual germs.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Middle cubicle of Ladies to be taken out of	Ensure soap, paper towels, tissues and toilet paper are regularly replenished. Notice on doors limiting numbers to 2 people per room.

	Baby changing and vanity surfaces, mirrors.	use. One cubicle in Gents and middle urinal to be taken out of use. Cleaner to clean all surfaces etc before public arrive Sign on each room stating maximum of two people at any one time. All rooms to be cleaned each day after hall use.	Posters placed to encourage washing of hands.  Anti bacterial soap in soap dispensers.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	Access limited to Hall Manager only
Stage	Hard surface – constructing and storing away.	Use of staging to be discouraged for the moment.	If used, cleaner to spray prior to use. Hirer to clean after use.
Events	Handling cash and/ or tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups. Cash payments/donations to be handled by one individual wearing gloves. Distance spots set out on path outside main entry point. Event holders to use one way system – entry through main door, exit through rear fire doors. Organisers to place personnel on both doors to ensure compliance.	Organisers to discuss with Manager and provide evidence of distancing measures to be taken. By signing the agreement of hire, organisers are bound to the restrictions in these risk assessments.

**PLEASE CONTACT the Hall Manager** if you have any queries.



**www.lyngvillagehall.co.uk**  
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