

# Lympstone Village Hall CIO

## LVH COVID-19 SAFE RISK ASSESSMENT 2020

LATEST UPDATE 23/08/20.

ISSUE No: 5.

□

School Hill  
Lympstone  
Exmouth  
Devon  
EX8 5JY  
01395 225345

Owned, managed and operated by  
LVH CIO, a Registered Charity –  
Number 1187640

**INDEX**

**Page**

2. Statement of policy and management systems.
3. Property Description and Baseline survey.
4. Categories of risk.

**RISKS**

4. Cleanliness of surfaces.
5. Rubbish disposal and Infected visitor (Suspect Covid infection) Deep cleaning.
6. First aid, outside maintenance contractors and cleaning protocol for hirers.
7. Vulnerable volunteers, social distancing guidance, pinch point special measures.
8. Soft furnishing cleaning small meeting room social distancing, Kitchen and bar.
9. Store room, cupboard access, toilets and stage use.
10. Outdoor area, use of bar and kitchen.
  
11. Summary of identified risks.
12. Summary of findings and Action Plan.

**APPENDICIES**

13. A. Lympstone Village Hall cleaning.
14. B. Disinfection Protection Protocol.
15. C. Action for hirers after hire.
16. D. Deep cleaning procedure.
17. E. Suspect Covid Infected visitor.
18. F. Kitchen and bar use.
19. F. Kitchen and bar use (continued)
  
20. Document change control.
21. Floor Plan.

Address	Lympstone Village Hall School Hill Lympstone Exmouth EX8 5JY
Telephone number:	01395 225345 (hall) or 01395 266436 (MF)
Used As:	Village Hall
Date of assessment:	14th August 2020
Name of assessor:	Miles Freeman
Details of assessor:	Premises Manager
Review Frequency:	Annual

**Statement of Policy**

To ensure:

Government regulations are constantly monitored and local procedures reflect requirements. For this assessment the additional requirements of government and ACRE COVID guidance have been included.

A Covid secure hall is maintained at all times as a facility for hourly hire to local people and organisations.


Cleaning and disinfection routines are documented, monitored and reported, as a basis for full compliance.

Hirers are made aware and reminded of their roles and responsibilities toward themselves, guests and others.

Sanitisers, washing and drying facilities are always available and clearly signposted.

A clear well signposted protocol is in place to manage any user of the hall showing COVID symptoms.

Social distancing and other advisory signs are strategically placed to give best visibility.

<b>Signed:</b>		<b>Print Name:</b>	<b>Miles Freeman</b>	<b>Date:</b>	<b>23rd August 2020</b>
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**Management Systems**

Formal review of process and procedure by Village Hall Management Committee.

Maintenance and Inspection Schedules and records of monitoring and reporting.

Task lists monitoring and reporting.

Ongoing risk assessment is a proactive system to remedy issues and high-light new.

<b>Property Description</b>	
<p>Lympstone Village Hall is primarily a single-storey building with a small externally accessed basement used for storage (chairs).</p> <p>The building comprises of three main rooms (Main Hall, Function Room, Committee Room) a kitchen, bar area and toilets with interconnecting corridors leading to store rooms. To the rear a WC with disabled facilities, changing room, history store and tennis club store.</p> <p>There is a stage area which is fully fitted with lighting, curtains, all of which are fire retardant treated, and fabric backings.</p> <p>Access to the site is via School Hill, to a large car park providing good access to the whole building.</p>	
<p><b>Occupancy</b></p> <p>Times premises normally in use: 08.30-23.00</p> <p>Max number present at any time: 200</p> <p>Main Hall EDDC Licence limit 150 sitting Function and Committee combined. 100</p> <p>Max number of people: 250 (employees and others)</p>	<p><b>Size:</b></p> <p>Building Footprint: 406 (metres)</p> <p>Number of floors: 1</p> <p>Number of stairs cases: 2 (to stage) Basement</p>
<b>Baseline survey and report</b>	
<p>A comprehensive survey of the building was undertaken by the Chair of Board of Trustees and Premises Manager to identify and record obvious risks.</p> <p>A further survey was undertaken by the Premises Manager in light of updated guidance from ACRE – see web site:</p> <p>The key issues noted were use of the toilets and corridor which are clear ‘pinch points’ where social distancing can’t be maintained.</p> <p>A further risk assessment was undertaken on the 11 and 14th of August and additional guidance taken into account. This document has subsequently been reviewed and updated during August 2020.</p>	
	
<b>Next review and inspection due.</b>	
<b>1st November 2020</b>	

<b>Category of risk (ACRE guidance Appendix F)</b>	
Detailed review of ACRE guidance has concentrated on COVID risk areas in that guidance:	
<ol style="list-style-type: none"> <li>1. Cleanliness of surfaces</li> <li>2. Rubbish disposal</li> <li>3. Infected visitor.</li> <li>4. Deep cleaning (Suspect Covid infection)</li> <li>5. First aid.</li> <li>6. Outside maintenance contractors</li> <li>7. Cleaning protocol for hall volunteers</li> <li>8. Vulnerable volunteers (over 70 and stress related)</li> <li>9. Social distancing guidance and compliance</li> <li>10. Pinch point (corridor and toilets) special measurers</li> <li>11. Soft furnishing contamination (curtains and chair fabrics)</li> <li>12. Small meeting room social distancing</li> <li>13. Kitchen (use and cleaning) superseded by 18.</li> <li>14. Store room and cupboard access</li> <li>15. Toilets</li> <li>16. Stage (lighting and sound control panels)</li> <li>17. Outdoor area</li> <li>18. Kitchen and bar use</li> </ol>	
<b>Task description, risks and actions.</b>	
<b>1. Cleanliness of surfaces</b>	
There are three levels of cleaning being undertaken at the hall.	
<ol style="list-style-type: none"> <li>1. Scheduled daily cleaning by contract cleaner. The scope of that cleaning is attached in Appendix A and is normally performed 16:30 – 17:30 daily (i.e. after school use).</li> <li>2. Daily disinfecting by the Premises Manager at the end of the day or before first booking the following morning. Appendix B. Additional to 1 above</li> <li>3. Inter booking cleaning of hard surfaces by the hirer, if required. Appendix C.</li> </ol>	
RC 001. Failure of hirer to complete inter booking sanitisation.	4th July 2020
Action: Write procedure for integration into hirers guide (Appendix C). Slips in hall.	
Date cleared: Approved by Chair (DM).	7th July 2020
Note: Will need check by phone contact / sign off of cleaning after hire by hirer if multiple hires in same evening.	
Procedure and recording are working well.	23rd August 2020

**2. Rubbish disposal**

There are two large 45 litre bins with black bags for the disposal of general waste located in the kitchen and committee room.

There are five 5 litre pedal bins located in the bar and each of the four toilets for disposal of hand drying paper towel with liners.

During routine evening cleaning the kitchen or spare black bin liner is taken to each pedal bin that has been used these are emptied into the black and taken to the landfill bin in the car park rubbish store.

RC 002. Potential issue of cleaner becoming contaminated emptying bins. 4th July 2020

Action. Instruction to wear protective gloves into cleaning procedures.

Date cleared: Procedure updated. 6th July 2020

Note:  
Additional pedal bins to be provided in Function Room and Main hall. 23rd August 2020

**3. Infected visitor (Suspect Covid infection)**

There is a need to know what to do if someone attending the hall is suspected of having Covid-19. (The recommendation included in ACRE guidance (Appendix H) of provision of a bowl of hot water is not suitable for our premises).

RC 003. Procedure not available. 4th July 2020

Action. Write protocol for inclusion in hirers briefing and for display.

Date cleared: Guide written (Appendix E) and approved. 7th July 2020

Note:  
This has been displayed in each room. 23rd August 2020

**4. Deep cleaning (Suspect Covid infection)**

In the event of a suspect Covid infection a procedure is required to describe how to notify a hall representative to action cleaning, identify areas that may have been infected and ensure that they are safely cleaned.

RC 004. No procedure in place to deal with deep cleaning. 4th July 2020

Action. Procedure written (Appendix D)

Date cleared: Reviewed and approved. 7th July 2020

Note: Notices have been displayed in all three rooms. 23rd August 2020

**5. First aid**

First Aid kits are provided in the Main Hall, Kitchen and Committee Room, these have tags that, if removed, show if the kit has been used and needs restocking. With the need to social distance the provision of First Aid to one another has become problematic.

RC 005. No PPE to allow administration of first aid. 4th July 2020

Action. Write notice to be put on first aid kits.

Date cleared: Note integrated with tags. 7th July 2020

Note: Limit first aid advice to self-administration (e.g. finger bandages). Advise removal to medical facilities if more serious - signs. (Community defibrillator available outside hall.)

**6. Outside maintenance contractors**

As with other hall risks contractors need to be aware of the same guidance as hirers of the hall and ensure they are compliant before entering the hall. They must also ensure that they don't expose any user to risk and maintain the highest standards of hygiene.

RC 006. Ignorant of Covid safe requirements. 4th July 2020

Action. Add section into contractors Permit to Work document

Date cleared: Permit to Work document updated. 7th July 2020

Note: Document includes asbestos and cleaning declarations.

**7. Cleaning protocol for hirers and hall volunteers**

We are expecting hirers to clean the hall at the end of their session and they need to be aware of what is expected. Where sanitisation equipment is kept and how to use it and what cleaning and disinfection is expected.

RC 007. Not clear what hirers are expected to do. 4th July 2020

Action. Section written (Appendix C) to be reviewed. Brief volunteers working at hall (e.g. wedding show-round) of requirements.

Date cleared: Reviewed and approved. 7th July 2020

Note: Copies and laminates included in sanitising kit in cleaning cupboard.

**8. Vulnerable volunteers (over 70 and stress related)**

It is known that the over 70's are at a higher risk if they are infected with Coronavirus. Hirers, their guests and the Board of Trustees recognise this risk and no specific risk has been identified.

RC 008. No risk identified.

4th July 2020

Action. None, but seek to reduce reliance on over 70s

Date cleared:

4th July 2020

Note:

**9. Social distancing guidance and compliance**

There is a constantly reinforced need for social distancing and the regulations currently state 1 metre plus as a minimum. It is a mandatory requirement to remind members of the public of the regulation and to visibly sign and mark distances to ensure compliance.

RC 009. There is no distance signage or markings at or in the hall.

4th July 2020

Action. Post suitable signage to indicate spacing. Advise hirers what rules apply to each individual hire.

Date cleared: Signage provided and fitted.

7th July 2020

Note: Clarify to hirers what rules apply to each individual hire – which will depend on nature of event. May be 2m or 1m+.

Wall distance posters are working and hirers are using cones to divide space. 23rd August 2020

**10. Pinch point (corridor and toilets) special measures**

There is a recognised issue with ensuring social distancing within our corridor and main toilet areas. A number of options have been discussed including use of technology and procedures.

Discussions have been based around writing a procedure for the hirers to police access to corridor or provide technical solution to indicate that the toilets and consequently the corridor are occupied.

RC 010. No system in place to prevent close contact in toilets and corridor.

4th July 2020

Action: Install automatic engaged, work scheduled. Advice on maximum use.

Date cleared: PIR sensors fitted, light at edge of toilet visible both hall doors.

11th July 2020

Note: May need to review ahead of larger live entertainment events with intervals leading to peaks of intensive use of corridors and toilets.



<b>11. Soft furnishing cleaning (curtains and chair fabrics)</b>	
There is a need to ensure no risk of contamination from chairs / stage curtain / curtains.	
RC 011. Plan not agreed or implemented.	4th July 2020
Action. Chairs to be marked and rotated, hirers only to put out chairs they intend to use. To be included in the guide.	
Date cleared: Chairs quarantined, dots fitted and on rotation.	11th July 2020
Note: Curtains to be drawn by event organiser only (gloves suggested)	
<b>12. Small meeting room social distancing</b>	
There is a known issue with use of the committee room because of its small size and difficulty of maintaining social distancing. The intention is to provide exclusive use to the Tennis Club and write and agree procedure for them to safely use the room and adjacent toilet.	
RC 012. No procedure for Tennis Club exclusive use.	4th July 2020
Action. Risk assessment from Tennis Club.	
Date cleared: Exclusive use.	7th July 2020
Note: To be covered by hirer's risk assessment completed by tennis club. Daily sanitisation is being undertaken to cover casual use by Tennis Club.	
	23rd August 2020
<b>13. Kitchen and bar (use and cleaning)</b>	
The kitchen and bar present potential issues and will be marked as 'out of use' to hirers. The need to ensure access to drink water in the kitchen will be maintained with a supply of disposable cups.	
RC 013. Guidance and instruction to hirers required, need for signage?	4th July 2020
Action. Fit sign saying access for drinking water only.	
Date cleared: Signs fitted.	7th July 2020
Note: Was deemed too difficult to allow safe use, however, this has been superseded by requirement to accommodate school and relaxation of regulations to allow up to 30 visitors. A separate risk No: 18 and Appendix F now cover this item.	
	23rd August 2020

<b>14. Store room and cupboard access</b>	
There are a limited number of cupboards with public access and most of these are in the kitchen and bar which won't be in use and therefore present no risk of contamination. The two cupboards that may present a risk are the audio mixer cupboard and the under counter cupboard in the committee room. All other cupboards and store rooms are by key access only.	
RC 014. Key holders not aware risk or actions required.	4th July 2020
Action. Let store room key holder aware of disinfection protocol. Audio controls included in daily wipe.	
Date cleared: Emailed key holders.	7th July 2020
Note:	
<b>15. Toilets</b>	
The cleanliness of toilets has always been a high priority even during normal operation of the hall. Actions have already been undertaken to improve level of hygiene and reduce risks of contamination. Hand dryers have been switched off paper towel dispensers and bins have been installed and there is a daily disinfection regime in place. Added to this, hirers are also been asked to disinfect at the end of their bookings. Managing and limiting use of the toilets is covered under in section 10.	
RC 015. Inter booking disinfectant requirement not clear.	4th July 2020
Action. Make Appendix C available for review and inclusion.	
Date cleared: Reviewed, approved and displayed.	7th July 2020
Note: Confirm cleaning and disinfection procedure during the day.	
<b>16. Stage use plus (lighting and sound control panels)</b>	
There are no plans to undertake any productions involving use of the stage or equipment. General cleaning will be undertaken and a steam clean to all curtains is planned during July. The curtains could present a minor risk but only if the stage is used. No use of stage booked before 12/2020.	
RC 016. Contamination of stage curtains.	4th July 2020
Action. Assess risk of use and agree requirement. ACRE docs, no action required	
Date cleared:	6th July 2020
Note: Curtains will be getting a steam clean at the end of August.	

**17. Outdoor area**

General risks are covered under a separate risk assessment completed on the 3rd of July. There are no specific risks of contamination identified from use of the area, as there are no items of play equipment. Users of the area would normally bring their own equipment and the infrequent use of the shelter area for small gatherings with tables is unlikely to be a risk.

RC 017. No risks identified. 4th July 2020

Action. Review during scheduled risk assessment in August.

Date cleared: 5th July 2020

**Note:**

Lighting and power have been added to improve usability and safety. 23rd August 2020

**18. Kitchen and bar use**

With the reopening of the kitchen and bar, specific risks have been identified relating to social distancing and hygiene that have been addressed in Appendix F. All but one of these risks have been resolved by a set of rules written to form part of a hirers risk assessment declaration. Separate document is titled Covid-19 Hirers (Inc. bar and kitchen) Compliance Declaration.

RC 018. Perspex screen required for front of bar. 14th July 2020

Action. Purchase and fit screen.

Date cleared:

**Note:**

RC:	Date:	Description	Observation	Action	Cleared
001	04/07/20	Cleanliness of surfaces	Failure of hirer to complete inter booking sanitisation	Write procedure for integration into hirers guide (Appendix C). Slips in hall.	07/07/20
002	04/07/20	Rubbish disposal	Potential issue of cleaner becoming contaminated emptying bins	Instruction to wear protective gloves into cleaning procedures. Procedure updated.	06/07/20
003	04/07/20	Infected visitor	Procedure not available	Guide written (Appendix E) To be displayed in each room.	07/07/20
004	04/07/20	Deep cleaning	No procedure in place to deal with deep cleaning	Procedure written (Appendix D) Reviewed and approved.	07/07/20
005	04/07/20	First aid	No PPE to allow administration of first aid	Write notice to be put on first aid kits. Label up for self-administration only	07/07/20
006	04/07/20	Outside Maintenance Contractors	Ignorant of Covid safe requirements	Add section into contractors Permit to Work document to be completed.	07/07/20
007	04/07/20	Cleaning procedure for hirers and hall volunteers	Not clear what hirers are expected to do	Procedure written (Appendix C) Reviewed and approved.	07/07/20
009	04/07/20	Social distancing guidance and compliance	There is no distance signage or markings at or in the hall	Post suitable signage to advise. Advise hirers what rules apply to each individual hire. Signage provided fitting today.	07/07/20
010	04/07/20	Pinch point (corridors and toilets)	No system in place to prevent close contact in toilets and corridor	Agreed to install automatic engaged, parts arrived fit 09/07. Advice maximum use. Fitted Sat 11/07.	11/07/20
011	04/07/20	Soft furnishing cleaning (curtains and chair fabrics)	Plan not agreed or implemented	Chairs to be marked and rotated. Await coloured dots. Fitted and chairs on rotation (MH) Blue, Red, (FR) Green, Yellow.	11/07/20
012	04/07/20	Small meeting room social distancing	No procedure for Tennis Club exclusive use	Risk assessment from Tennis Club.	08/07/20
013	04/07/20	Kitchen and bar (use and cleaning)	Guidance and instruction to hirers required	Fit sign saying access for drinking water only	07/07/20
014	04/07/20	Store room and cupboard access	Key holders not aware risk or actions required	Need to let store room key holder aware of disinfection protocol. Email key holders.	07/07/20
015	04/07/20	Toilets	Inter booking disinfectant requirement not clear.	Make Appendix C available. Review and approved. Displayed.	07/07/20
016	04/07/20	Stage use plus (lighting and sound control panels)	Contamination of stage curtains.	Assess risk of use and agree requirement. ACRE docs, no action required	05/07/20
017	04/07/20	Outdoor area	No risks identified	Review during scheduled risk assessment in August	05/07/20
018	14/08/20	Kitchen and bar use	Bar worker exposed to guests	Fit Perspex screen	TBA

**Lympstone Village Hall, School Hill, Lympstone, EX8 5JY**

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### Summary of Significant Findings

Overall cleanliness is good and additional deep cleaning currently underway and disinfect regime operating since 1st of June are helping to minimise risk of infection.

The provision of sanitisers at all entrances and in the halls, plus upgraded washing facilities have helped to ensure visitors can stay clean and safe.

Key issue identified including social distancing and how we can manage risks through updated guidance to hirers, additional signage and some technology have all been successfully addressed.

The known risks of opening up of the kitchen and bar have been successfully resolved by the implementation of some very specific rules and the fitting of a Perspex bar screen w/c 24th August 2020.

### Action Plan

1. Fit bar screen.
2. Continually review government and ACRE guidance.
3. Complete another formal inspection of risk on 1st November 2020.

Review Date	Comments
05-Jul-20	Draft for consideration.
06-Jul-20	Full review and updated documentation.
01-Aug-20	Full inspection. Undertaken on 11th and 14th of August 2020.
01-Nov-20	

**APPENDIX A. Lympstone Village Hall cleaning. Schedule of contract cleaning tasks.****Daily check and clean when required (starting at rear of building):**

1. Rear disabled toilet (restock toilet rolls, soap and paper towel dispensers if required).
2. Committee Room sink, tables and carpet.
3. Stage floor
4. Main Hall floor and front carpet
5. Corridor floor
6. Ladies, gents and disabled toilets (restock toilet rolls, soap and paper towel dispensers (as required)
7. Mirrors
8. Function room floor and door mat
9. Kitchen work tops and under shelves (may look clean but please run hand over surfaces to check)
10. Kitchen and bar floors (infrequently used)
11. Kitchen (Check dishwasher, fridge, warming cupboard, microwave and ovens are empty and clean)
12. Sinks, splash backs and taps.
13. Bar worktops and floor (Check glass washer empty and clean)
14. Kitchen door glass windows.

You are not expected to clean rooms that haven't been used since last cleaned but please check.

**BIN BAGS** (Covid-19 regulations) Take spare black bag to all four hand drying bins, wear gloves and remove blue bags, tie and put into black bag along with other black bag waste. New blue bag should be fitted and combined waste bag, including gloves, should be tied and deposited in land fill bin.

**Additional cleaning- once a month or when required.**

1. Disabled WC walls and shelving wiped down.
2. Committee Room window sills and dado rails wiped down.
3. Side lobby, window sill and doors wiped down.
4. Stage swept and washed.
5. Wipe down all doors, sills and dado rails.
6. Function Room sills and doors wiped down.
7. Kitchen and bar cupboard doors cleaned.
8. Windows /doors (only where they are obviously dirty with finger prints mainly entrance doors)

**Additional cleaning on an occasional basis perhaps quarterly or after big event!**

1. Fridge and freezer.
2. Tops and inside of all kitchen cupboards.
3. Inside dishwasher, warming cupboard and ovens.
4. Inside bar cupboards and check hanging glassware is clean over worktop and inside cupboards.
5. Rear changing rooms and lobby should be swept and mopped if required.

**APPENDIX B**

LYMPSTONE VILLAGE HALL		CORONAVIRUS (COVID-19)										July 2020.	
DISINFECTION PROTECTION PROTOCOL													
Day	Date	Main Hall	Function	Committee	Committee WC	Main WC (M&F)	Disabled WC	Corridor	Kitchen	Time	Comment	Initials	
W	01/07/20												
T	02/07/20												
F	03/07/20												
S	04/07/20												
S	05/07/20												
M	06/07/20												
T	07/07/20												
W	08/07/20												
T	09/07/20												
F	10/07/20												
S	11/07/20												
S	12/07/20												
M	13/07/20												
T	14/07/20												
W	15/07/20												
T	16/07/20												
F	17/07/20												
S	18/07/20												
S	19/07/20												
M	20/07/20												
T	21/07/20												
W	22/07/20												
T	23/07/20												
F	24/07/20												
S	25/07/20												
S	26/07/20												
M	27/07/20												
T	28/07/20												
W	29/07/20												
T	30/07/20												
F	31/07/20												
Scope of work:		a) Disinfect door and window handles, light switches, sockets including AV equipment b) Disinfect soap and paper dispensers, toilet seats, toilet door edges, flush handles.											
LVH CP2. 01/06/2020		ISSUE NO: 2.											

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**APPENDIX D****DEEP CLEANING PROCEDURE****Lympstone Village Hall****IRRESPECTIVE OF WHICH ROOMS MAY HAVE BEEN INFECTED THIS  
PROCEDURE APPLIES TO THE WHOLE BUILDING.****PRELIMINARY**

1. ENSURE THAT THE WHOLE BUILDING IS SECURE AND WARNING NOTICES DISPLAYED INDICATION CLEAN IN PROGRESS.
2. PREMISES MANAGER TO CONTACT CLEANER AND ARRANGE TIME TO UNDERTAKE CLEAN.
3. PUT ON FULL PPE AND ENTER BUILDING.
4. COLLECT CLEANING ITEMS AND CHEMICALS FROM CLEANING CUPBOARD.
5. DISPOSE OF ALL RUBBISH TO LAND FILL BIN.
6. STARTING AT REAR OF BUILDING

1. DISINFECT SURFACES

In addition to daily disinfection sanitise the following and dry afterwards.

- a. Windows and sills.
- b. Doors and tables.
- c. Dado rails and any other flat surfaces.
- d. Unstack and spray all chairs and soft furnishings including curtains.
- e. Clean and disinfect toilets throughout.
- f. Any drinking glasses must be machine washed.
- g. Spray and vacuum all carpets.
- h. Wash all floors (added bleach and sanitiser)

2. UPON COMPLETION OF CLEANING

- a. Dispose of all mop heads, cloths and paper towel in blue bag to landfill.
- b. Sanitise all cleaning equipment.
- c. Leave building and ensure notices are left to indicate building closed.
- d. Advise Chair of Board and booking that hall is clean and on 24 notice.
- e. Re enter building after 24 hours and check all ok.
- f. Restack chairs
- g. Advise bookings that building is available for hire.

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**APPENDIX E****SUSPECT COVID INFECTED VISITOR****THE FOLLOWING PROCEDURE MUST BE FOLLOWED IF YOU OR ONE OF YOUR PARTY EXHIBITS COVID SYMPTOMS AT ANY POINT DURING YOUR OCCUPATION OF THE HALL.**

A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

1. IMMEDIATELY ENFORCE 2 METRE PLUS DISTANCING ON ALL OCCUPANTS.
2. ASK SUSPECTED COVID GUEST TO IMMEDIATELY LEAVE THE BUILDING WITH ANYONE WHO ACCOMPANIED THEM TO THE HALL.
3. REQUEST GUESTS TO GO INTO SELF-ISOLATION AND FOLLOW NHS <https://111.nhs.uk/covid-19>
4. AFTER COVID GUEST HAS LEFT, REQUEST ALL REMAINING OCCUPANTS TO LEAVE THE BUILDING BY THE SAME WAY THEY ENTERED AND GO INTO SELF-ISOLATION PENDING FUTURE ADVICE. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
5. LOCK THE BUILDING AND IMMEDIATELY CALL THE PREMISES MANAGER 07843 735310 OR 01395 266436 AND ADVISE OF POSSIBLE INFECTION AND ROOMS OCCUPIED / USED.
6. GO HOME AND FOLLOW ADVICE AS ABOVE.

**ACTIONS ON PREMISES MANAGER**

1. ADVISE CHAIR OF BOARD AND BOOKINGS TEAM THAT THE WHOLE BUILDING HAS BEEN QUARANTINED AND SEAL ALL ENTRANCES.
2. ARRANGE FOR IMMEDIATE DEEP CLEAN TO BE UNDERTAKEN FULL PPE ENFORCED.
3. ADVISE CHAIR OF BOARD AND BOOKINGS TEAM WHEN CLEANING COMPLETED.
4. ALLOW 24 HOURS BEFORE REOPENING OF BUILDING.

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**APPENDIX F Kitchen and bar use- risk assessment****Kitchen Social distancing risks.**

1. Staff or helpers not keeping apart while working.
2. Non-authorized people entering the controlled space
3. Two people required to undertake a task.
4. Covid loaded small air space.

## Rules.

1. Only two designated people in the kitchen at any one time working at opposite side of the kitchen and use the central island as a room divider.
2. No collect or return during service and only designated workers at end of service.
3. Unlikely that this situation will arise, however, if two people need to undertake a task  
E.g. heavy lifting, they must both wear face coverings, try to maintain some distance, refrain from unnecessary talk and leave the kitchen area asap.
4. Sky light must be opened and hood extractor should be switched on at all times.  
When adjacent rooms are not in use those doors should be opened to maximise ventilation.

Date cleared: Write rules for display and distribution.

22nd August 2020

**Kitchen Hygiene risks.**

5. Imported contamination by authorised users, deliveries, unauthorised entry.
6. Contaminated equipment, utensils, crockery and cutlery, glasses.
7. Poor personal hygiene and poor cleaning practice.
8. Return of dirty glasses, crockery and cutlery.
9. Rubbish and waste disposal.

## Rules.

5. Designated personnel must wash their hand thoroughly on entering the kitchen and the kitchen door should remain open for the duration of the event.
6. Only sufficient items should be made available for the event e.g. 30 of each etc.  
All utensils, crockery and cutlery, glasses MUST be machine washed on 3-minute cycle.  
Cleaned items should not be put away but left out for village hall to put away.
7. Designated users of the kitchen must complete a certification that they have maintained a clean environment and have cleaned all flat surfaces and splash backs at the end of service.
8. A designated area outside and away from the kitchen should be set aside for return of dirty items that should only be taken into the kitchen at the end of service.
9. Rubbish must be disposed of in accordance with existing rules.

Date cleared:

22nd August 2020

**Bar Social distancing risks.**

- 10 Close proximity of bar worker to guests.
- 11 Non-authorized people entering the controlled space.
- 12 Setting up where two people are required (Beer barrels and other heavy loads)
- 13 Changeover for comfort break.
- 14 Covid loaded small air space.

## Rules

10. Only one guest within the bar area at any one time.  
Drinks to be collected from end of bar with tables in front to assist with distancing.  
Queuing to be down the side wall towards kitchen with wall marked 2 metre distances.
11. Only one designated person behind bar at any one time, bar to kitchen door to remain closed.  
Mark bar to corridor door with 'Do not enter, communicate via bar area'

(Continued)

## Bar Social distancing risks. (continued)

12. Unlikely that this situation will arise, however, if two people need to set up they must both wear face coverings, try to maintain some distance, refrain from unnecessary talk and leave the bar area asap.
13. Plan comfort breaks, prior to start of service. At request of bar worker to take a break, leave the bar before replacement enters, and vice versa on return.  
All communication should be across bar area and not behind the bar.
14. Ventilation will be difficult to achieve behind the bar, however, when adjacent kitchen isn't being used the doors should be opened to maximise ventilation and function room shutter also.

Date cleared. Write rules for display and distribution.

22nd August 2020

Date cleared: Fit Perspex screen to isolate bar worker from guests.

Scheduled w/c 24th August 2020

## Bar Hygiene risk.

- 15 Imported contamination by authorised users, deliveries, unauthorised entry.
- 16 Contaminated surfaces.
- 17 Poor personal hygiene and poor cleaning practice.
- 18 Return of dirty glasses, crockery and cutlery.
- 19 Rubbish and waste disposal.

### Rules

15. Anything brought into the bar area should be cleaned before use and serving.  
Nothing should be transferred between bar and kitchen.  
Anything handed out from the bar should never be returned to the bar but left in the designated area.
16. All surfaces should be cleaned with supplied cleaning chemicals prior to start of service and during service.  
Drying down should be done with paper towel and not tea towels.
17. Designated bar worked must wash hand thoroughly before start of service and during service.  
There should be no handing over of cash under any circumstances and two options should be considered for payment: A) Contactless  
B) Voucher system (vouchers shown and then deposited in box).
18. Anything handed out from the bar should never be returned to the bar but left in the designated area.  
The designated area shouldn't be near the bar but separate from all bar activity.
19. At the end of service all cans and bottles should be taken to recycling bins.  
After final clean all cloths and waste should be deposited in black and taken to landfill bin in car park store as per existing procedures.

Date cleared. Write rules for display and distribution.

22nd August 2020

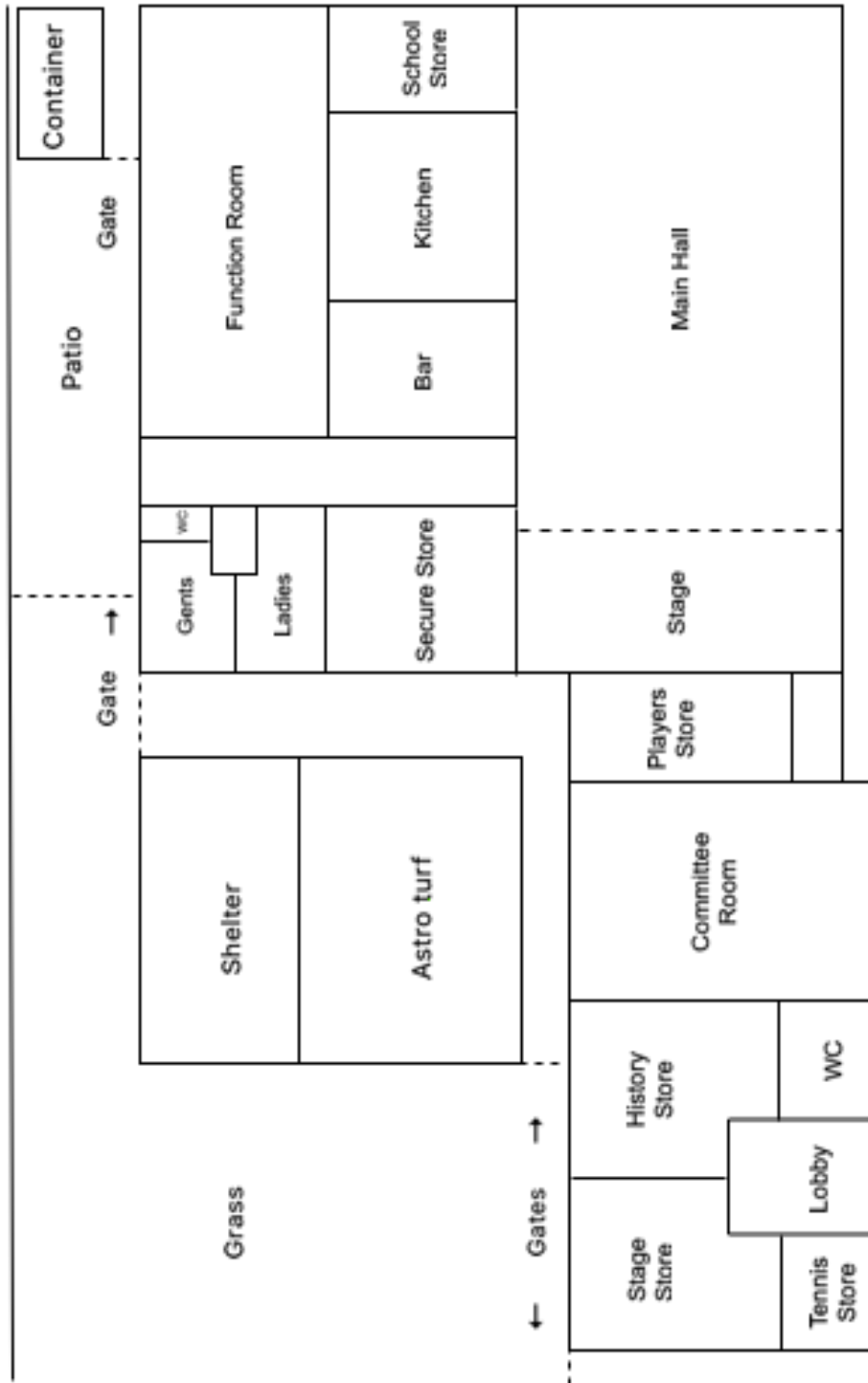
**CHANGE CONTROL**

DATE:	PAGE:	TITLE:	CHANGE
11/07/20	4	Rubbish disposal	Bins from number 4 to 5, toilets from 3 to 4
11/07/20	8	ITEM 10 & 11	Both items completed and cleared.
11/07/20	12	Summary.	RC10 and 11 updated to cleared.
23/08/20	Multi	Rationalise	Compressed pages to accommodate Appendix F
23/08/20	18.19	Appendix F	Added
23/08/20	Multi	Updates	Updated risks with new information 23rd August 2020.

05TH JULY 2020

FLOOR PLAN

Lympstone Village Hall



**Lympstone Village Hall, School Hill, Lympstone, EX8 5JY**  
 The Hall is owned, managed and operated by LVH CIO, a Registered Charity –  
 Number 1187640

RISK ASSESSMENT. COVID APPENDIX B. ISSUE NO:1  
 ORIGIN: Miles Freeman (Premises Manager)