

COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

SANDHURST VILLAGE HALL

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to considered**

| Area or People at Risk | Risk identified | Actions to take to mitigate risk | Insert 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.</p> | <p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> | <p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>Information sent to Amie, cleaner prior to hall reopening September 2020</p> |
| <p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p> <p>Amie Staples – Cleaner Occasional Maintenance workers</p> | <p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>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>Mental stress from handling the new situation.</p> | <p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.</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>It is important people know they can raise concerns.</p> |

| | | | |
|--------------------------------------|---|---|--|
| | | Talk with staff, trustees and volunteers regularly to see if arrangements are working. | Chair of Committee details given on poster at entrance of hall as person to contact in the event of concerns |
| Car Park/paths/ patio/exterior areas | Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues. | Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. | Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. 2 metre waiting area to be marked ready for September opening. Cleaner to check for rubbish outside at weekly cleaning session. |
| Entrance hall/lobby/corridors | Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use. | Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall | One way system to be marked ready for September opening using entrance hall as way in and fire exit from bar area as exit. Hand sanitiser to be provided at entry of hall but all hall users also asked to bring their own. Cleaner to clean door handles and light switches during weekly clean. |

| | | | |
|----------------------------|--|---|---|
| <p>Main Hall</p> | <p>Door handles, light switches, window catches, tables, chair backs and arms.</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>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p> | <p>All hall hirers to be asked to clean any equipment used and door handles, light switches and window catches and any furniture used. This will be detailed in the Special Conditions of Hire document that each hall hirer will be sent prior to hall opening in September.</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.</p> <p>Hand and surface sanitiser to be provided in the entrance.</p> |
| <p>Upholstered seating</p> | <p>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.</p> | <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p> | <p>Special conditions of hire to be given to all hall users.</p> <p>N/A</p> |

| | | | |
|--|--|--|---|
| <p>Small meeting rooms and offices</p> | <p>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.</p> | <p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc.</p> | <p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.</p> <p>N/A</p> |
| <p>Kitchen</p> | <p>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</p> | <p>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.</p> <p>Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.</p> | <p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.</p> <p>Special Hall hire conditions specify that hall hirers bring own tea towels and encourage hirers to bring own food and drink.</p> |

| | | | |
|-------------------------------------|--|--|--|
| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | Public access unlikely to be required. Cleaner to decide frequency of cleaning. | N/A |
| Storage Rooms (furniture/equipment) | Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use | Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing. | Consider whether re-arrangement or additional trolleys will facilitate social distancing. N/A – equipment all in main room |
| Indoor Toilets | Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. | Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing. | Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Special Hall hire conditions detail all this information. |

| | | | |
|--|--|---|--|
| Boiler Room | Door handle, light switch Social distancing not possible | Public access unlikely. Cleaner to decide frequency of cleaning. | N/A |
| Stage | Curtains Social distancing Lighting and sound controls | Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required. | N/A |
| Changing Rooms | Outdoor toilets can be opened but it is not compulsory. | If opening changing rooms or outdoor toilets, establish frequency of cleaning and provide signage | See Government Guidance for councils on opening public toilets N/A |
| Events | Handling cash and 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 household groups. Cash payments/donations to be handled by one individual wearing gloves. | See National Rural Touring Forum guidance, Section 2.6 N/A in the short term as no events planned. In the long term, SVH committee will ensure government guidelines are followed. |
| Playground, Play equipment and Outdoor gym equipment | Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children | Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with | See Appendix I for sample notice, adjust to suit. N/A for SVH committee as toddler play equipment belongs to toddler group and they will conduct their own risk assessment on this. |

| | | | |
|--|---|--|--|
| | <p>have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.</p> | <p>Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</p> | |
|--|---|--|--|