

Covid-19 Risk Assessment for Opening of Kidmore End War Memorial 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. 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 consider**

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Area or People at Risk identified	Risk identified	Actions to take to mitigate risk	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/volunteers provided with protective overalls and plastic or rubber gloves and face coverings. 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. Face coverings to be worn at all times by hirers.</p>	<p>Staff/volunteers given 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>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 work for the time being. 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</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. It is important people know they can raise concerns.</p>

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	Mental stress from handling the new situation.	such work for the time being. Talk with staff, trustees and volunteers regularly to see if arrangements are working. Face coverings to be worn at all times by hirers.	
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.	Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear 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. Provide plastic gloves.
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. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked after each booking. Empty bins after each booking.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between uses.	No more than 15 people (or 30 when government guidance allows) and groups of 6 must not mix with other groups the hall.	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.

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	<p>Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Hall only open for permitted activities as per .gov.uk guidance. Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers Before and after use and by hall cleaning staff after hirers.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Hirers produce own Covid risk assessment prior to hiring the hall.</p>	<p>Provide hand sanitiser. 20 second hand washing posters on display.</p>
Small meeting rooms and offices	<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. Rooms with carpeted floors not hired for keep fit type classes.</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>
Kitchen	<p>Social distancing more difficult Door and window handles Light switches</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for</p>	<p>Cleaning materials to be made available in clearly identified location, e.g. a box on one of the kitchen</p>

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	Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	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 towels to be provided. Hirers to bring their own Food and Drink for the time being.	surfaces, regularly checked and re-stocked as necessary. Hirers to consider closing kitchen if not required or restricting access.
Store cupboards (cleaner etc.)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.	
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 pre-cleaned out of hours.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed

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		Posters up to encourage 20 second hand washing.	
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Door handle, light switch Social distancing not possible	Tie back stage curtains as much as possible. Hirer to control access and clean as required.	
Events (Not currently permitted.)	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. Numbers and seating to be limited according to gov.uk guidance.	See performance guidance on gov.uk

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