

LAVENDON VILLAGE HALL

COVID-19 RE-OPENING RISK ASSESSMENT – September 2020

Preface

This document provides a COVID-19 Risk Assessment for Lavendon Village Hall. It is based upon advice and guidance received from ACRE – *Action with Communities in Rural England* – and that advice is in turn derived from guidance given by Public Health England, from the Health & Safety Executive, and from a variety of Government Departments and sources.

Inevitably this Assessment may be subject to change as a result of changing Government regulations. It may also change as a result of practical experience not only on the part of the Hall Managers, especially the Hall Caretaker, but from Hirers themselves. Observations from our Hirers and the various voluntary organisations that use the hall will be welcomed so that any points raised can be taken on board. In the meantime this Assessment is to be observed as forming a complementary part of the COVID-19 Special Conditions of Hire that must be accepted by all Hall Hirers.

Aside from an adequate cleaning and sanitising regime, a key part of this Risk Assessment has been 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 and so, for example, the narrow Hall corridor is less of a risk than the Kitchen, or a toilet area where there is limited circulation space between cubicles, basins and door, and 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 should be asked to wait at a safe distance, or limit numbers, as indicated by signage on floors, doors, etc.

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.
3. This document cannot be wholly comprehensive as precautions need to take account of actual usage by individual Hirers who should prepare their own Risk Assessment specific to their needs – see Special Condition 2 and Annex 5 in the T&Cs.

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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
1. Caretaker, contractors, and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional maintenance workers</p>	<p>Cleaning guidance contained in CV-19 T&Cs for Hirers and all Volunteers.</p> <p>Posters on display at entrances etc with guidance re 'stay-at-home', cleaning, and rubbish disposal. Caretaker briefed.</p> <p>PPE available for Caretaker and volunteers. CV-19 1st Aid Box available, plus Treatment Plan (also in T&Cs).</p> <p>Face coverings to be worn whilst in the Hall, as signed at entrance door and elsewhere.</p> <p>Maintenance & other contractors to be advised to provide own PPE as appropriate.</p> <p>Caretaker/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Caretaker/volunteers 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>Provision (quantity, location and labelling) of rubbish bins to be determined.</p> <p>PHE deep cleaning guidance needs to be identified.</p>

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<p>2. Caretaker, contractors and volunteers – think about who could be at risk and likelihood that staff/volunteers could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70.</p> <p>Caretaker/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>Volunteers in the vulnerable category must be extra vigilant and avoid unnecessary involvement for the time being.</p> <p>Caretaker/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 involvement for the time being. Such PPE to be made available upon request.</p> <p>Hirer's T&Cs and entrance notices prohibit entry for anyone with CV-19 symptoms and require any related incidents to be reported to Caretaker/Hall Managers.</p> <p>Caretaker, Trustees and Volunteers to freely share any concerns, and to check all arrangements are working.</p>	<p>Caretaker/volunteers need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns and decline involvement if they feel uncomfortable about their involvement.</p>
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<p>3. Social distancing requirements and limit on group sizes of 6. – A risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is that people attending in groups might mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of ≤ 6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups.</p> <p>Special COVID-19 Hire conditions recognise the need for social distancing, group sizes and non-mingling, notably at SCs 6-8.</p> <p>Consider desirability of supplementary <i>aide memoire</i> for Hirers covering permitted hall event/access policy, and an upfront public announcement safety checklist.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
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4. Car Park/Exterior area	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>A 2 metre social distancing notice is displayed at front entrance door, together with notices to sanitise upon entry, and face coverings required.</p> <p>Existing parking arrangements are sufficient to permit social distancing.</p> <p>Cleaner to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>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.</p> <p>Ordinary litter collection arrangements can remain in place. Plastic gloves to be utilised.</p>
5. Entrance hall/lobby/corridor	<p>Possible “pinch points” and busy areas where there is a risk that social distancing is not observed in a confined area. Entrance hallway is a potential “pinch point” and busy area connecting to kitchen and toilets, etc.</p> <p>Door handles, light switches in frequent use.</p>	<p>2-metre spacings are marked in entrance hall. One-way system is available when appropriate: main entrance ‘IN’, front side entrance ‘OUT’, with one-way arrow signage shown on floors.</p> <p>Door handles and light switches to be cleaned regularly by Caretaker.</p> <p>Hand sanitiser to be provided at hall entrance and exit.</p>	<p>One-way system may not be necessary when small numbers of people are attending.</p> <p>Spray not to be used on switches.</p> <p>Hand sanitiser to be checked for each event.</p>

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6. Main Hall	Items likely to be touched in particular include door handles, light switches, window catches, tables, chair backs and arms.	Caretaker will normally clean door handles, light switches, window catches, tables, chairs and other equipment. However the Hirer must confirm this has been done before an event. During and afterwards the Hirer is also required to clean surfaces known to have been used at their event.	Hirer's cleaning responsibilities are set out in CV-19 T&Cs SC3 and Annex 5 (Hirer's own Risk Assessment).
	Soft furnishings cannot be readily cleaned between use.	The curtain closing & opening pole must be used, <u>not</u> hands. Pole to be cleaned after use.	Main Hall window curtains are sufficiently high off the ground such that they are unlikely to be touched - see also Risk 11 below.
	Projection equipment. Screen and AV Equipment. (AV Cupboard).	Screen and AV equipment should normally be prepared by Caretaker, and is under lock and key. CV-19 states Caretaker only to clean AV equipment.	Drop-down screen operates electrically. AV cabinet normally secure.
	Social distancing to be observed.	Social distancing guidance to be observed by hirers in arranging their activities. Hirers to encourage visitors to exit one-way, and also to observe corridor discipline.	Caretaker can assist beforehand but may need advance notice if specific chair/table layouts are required. Visitors may need reminders about corridor discipline when transiting for toilet breaks, etc.
	Hygiene to be observed.	Hirers should wash hands regularly and/or utilise hand sanitiser provided in Hall.	

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7. Bar Area	<p>There is little scope for social distancing due to small size of room.</p>	<p>The Bar Area will not normally be available for hire, except for specialist use, eg Chiropodist with their own Risk Assessment.</p> <p>Access and use, eg for stored items, limited to two people max, as signed on entrance door.</p> <p>Cleaner to carry out usual cleaning and sanitising practice.</p>	<p>If Chiropodist judges room to be unsuitable then main hall must be reserved and utilised.</p> <p>Room could be used as alternative "serving/kettle point" to reduce congestion in kitchen.</p> <p>Sanitiser to be provided.</p>
8. Kitchen	<p>Social distancing is more difficult to maintain and there are multiple contact surfaces on cupboards, equipment, crockery, cutlery, etc to keep clean.</p> <p>Additionally sinks, electrical goods, taps, light switches & power sockets, etc, need cleaning.</p>	<p>For the present the Hall is limited to 30 visitors needing minimal refreshment: no food to be prepared/cooked, only hot or cold drinks, or pre-packaged items to be served. Ideally use of kitchen should be avoided and Hirers/Visitors encouraged to bring own refreshments.</p> <p>Only 2 people allowed in kitchen at any one time, as signed on kitchen entrance door.</p> <p>All surfaces and facilities to be kept clean and sanitised before, during and after use. Soap, sanitiser, paper towels to be provided. Hot soapy water or washing-up machine to be used for crockery and cutlery. Tea towels for drying up to be provided and removed by Hirer.</p>	<p>Currently limited demand on kitchen and restricted access is sufficient. A full cleaning regime is essential.</p> <p>Kitchen Risks will need to be reviewed if larger number of visitors is permitted.</p> <p>Sanitiser spray not to be used on electrical openings or very hot surfaces.</p>

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9. Storage Rooms (furniture/equipment) Behind Stage Area	<p>Confined space makes social distancing more difficult.</p> <p>Trolleys may be used to transport heavy items.</p> <p>Door handles & light switches operated.</p> <p>Equipment not normally in use may need to be moved for access.</p>	<p>Both Caretaker and Hirer, as appropriate, must clean required equipment before and after use.</p> <p>Hirer to control accessing and stowing of equipment, and encourage social distancing.</p> <p>Access to store rooms to be limited to 2 people at any one time, as signed on left and right-hand entrance doors from the Main Hall.</p>	<p>Two people may need access to rooms and equipment due to weight/loading safety, eg on trolleys or for bowling equipment, step-ladder work, etc.</p> <p>Risks associated with access and storage of winter season or wet clothing in the lobby area needs further assessment.</p>
10. Ladies/Gents/Disabled Toilets	<p>Confined spaces make social distancing more difficult.</p> <p>Surfaces in frequent use include door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Only 2 people allowed in the toilets at any one time, as signed on entrance doors.</p> <p>Hirer to control numbers accessing toilets at one time, with special attention to more vulnerable/disabled users.</p> <p>Caretaker will normally clean door handles, light switches, window catches, and other fittings. However the Hirer must confirm this has been done before an event.</p> <p>Sanitiser will be provided in each toilet and also posters to encourage 20-second hand washing.</p>	<p>Hot air dryers will avoid need for paper towels.</p> <p>Ahead of natural breaks, Hirers may need to remind Visitors of corridor social distancing when transiting to/from toilets, and max numbers (two) permitted at any one time.</p>

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11. Boiler Room	<p>Social distancing not possible</p> <p>Door handle, light switch</p>	<p>Public access is unlikely.</p> <p>Caretaker to decide frequency of cleaning.</p> <p>Maintenance Contractor to provide own PPE, as appropriate.</p>	Boiler Room locked and key not publicly available.
12. Stage	<p>Social distancing</p> <p>Curtains</p> <p>AV System and film screen</p>	<p>Stage productions are unlikely given current limitation of 30 people in Hall.</p> <p>Non-essential use, eg by MC, should be avoided and stage curtains left closed. Where there is a risk of non-essential touching the curtains to be left drawn open. Curtain pull to be cleaned if used.</p> <p>Drop down film screen is operated electrically. AV System operation: see Risk 6 above.</p>	Risk Assessment to be reviewed if in future more than 30 people permitted in Hall.
13. Events	<p>Too many people arrive at once.</p> <p>Handling cash and tickets.</p>	<p>Events currently limited to 30 people and so numbers are self-limiting. Social distancing to be maintained through corridor and to the welcome desk.</p> <p>Cash payments to be handled by one individual wearing disposable gloves.</p>	Risk Assessment to be reviewed if in future more than 30 people permitted in Hall.