

Corfe Castle Village Hall

Covid-19 Risk Assessment for re-opening hall – July 2020

This document was created using the ACRE sample document labelled Appendix F in their guidance issued in June 2020.

It has been adapted to suit our premises and will be considered when we carry out the usual Risk assessment shortly.

It has been created in consultation with our regular hall cleaner and a hall Trustees working group and approved by all Trustees.

A key part of the risk assessment was 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 arrange a waiting system with suitable signage.

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. Every effort has been made to make this document as comprehensive as possible but the Trustees 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.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>1. 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. Volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Volunteers advised to wash outer clothes after cleaning duties. Volunteers given PHE guidance and PPE for use in the event that thorough cleaning is required.</p>	<p>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>2. Contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Volunteers who are either extremely vulnerable or over 70. 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 are advised not to visit hall for the time being. Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they visit/work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Warn cleaner & volunteers immediately if someone is tested positive for Covid-19 who has been on the premises. Talk with trustees and volunteers regularly to see if arrangements are working.</p>	<p>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>

<p>3. Test and Trace</p>	<p>Transmission to the wider community</p>	<p>Booking Clerk to record name and phone number of all people who hire the hall. Keep these records for 21 days, then destroy. Hirers to record names and phone numbers of all people who enter the hall. Also their arrival time and, if possible, their departure time. Keep these confidential records for 21 days, then destroy.</p>	<p>If anyone who has attended falls ill with Covid-19 symptoms within 7 days they must get tested and preferably alert the event organiser, the hall Cleaner and Booking Clerk.</p>
<p>4. Cleaning supplies</p>	<p>Supplies being 'borrowed' by hirers or others. Maintaining sufficient supplies for each hire period. Running out of supplies</p>	<p>Almost impossible to stop. Hirers encouraged to check before and after hire that nothing removed. Caretaker to visit daily to replace bin liners and ensure adequate supplies are available. Cleaner to ensure stocks are replenished regularly. All bins to be emptied by Hirer before leaving and deposited into Blue refuse bin outside.</p>	<p>Line any unlined waste bins.</p>
<p>5. Car Park / paths / patio / exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark access to potential entrances with 2m spacing's with tape/paint to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. - wearing plastic gloves and remove. In case many people arrive at once, each hirer should provide a marshal to maintain an orderly queue outside.</p>	<p>Use common sense on the terrace for social distancing.</p>

<p>6. Entrance lobby / corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p> <p>Displays & noticeboards & leaflets</p>	<p>Mark 2m spacing in corridors. Create one way circulation in lobby with central table & signage. Clockwise or anti at the discretion of each hirer. Provide bin in lobby. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by front door plus advisory signage. Hook back corridor & main hall doors whilst hall in use. Loose leaflets to be removed, Notices and displays to be reduced to a minimum and warning ‘Not to Touch’ signs fixed.</p>	<p>All to reduce contact points.</p> <p>No need to hook back corridor door if small rooms not in use</p>
<p>7. Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Window curtains, dart board, furniture trollies. Social distancing not being observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before, during and after use. Do not use upholstered chairs. Provide hand sanitiser near curtains. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	
<p>8. Bill Carter Room and Community Hub Room</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables and chairs Floors with carpet tiles less easily cleaned.</p>	<p>Rooms not to be hired for energetic keep fit classes. Recommend hirers hire larger meeting spaces rather than small rooms to enable distancing. Users to access via external door – just one person unlocks and locks up via main entrance, lobby & corridor. Do not use upholstered chairs. Use hand sanitiser on entering. Surfaces and equipment to be cleaned by hirers before, during and after use.</p>	<p>Kettle & crockery in these rooms can be used but must be cleaned afterwards.</p>

9. Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard / drawer handles. Fridge / Cooker / Microwave Crockery / cutlery Kettle / hot water boiler	Kitchen NOT in use for now. Doors locked. Hirers to bring own food, drink, cups, plates and utensils that MUST be removed from the premises afterwards.	The kitchen will NOT be accessible unless a suitable Risk Assessment & Management Plan is provided – subject to Trustees approval.
10. Isolation Room (For use solely by anyone who develops Covid-19 symptoms whilst at the hall.)	Social distancing more difficult Door and window handles Light switches Working surfaces Emergency kit Access to warm water Access to other cupboards	Signage on door from hall. Provide seats and emergency kit bag of tissues, wipes, waste bags. Laminated guide about getting tested, warning other attendees, Cleaner and Booking Clerk. No access to any cupboards. Check kit after each hire.	The external door key is to be left in the lock internally to allow direct access outside.
11. Boiler & Chair / table store Room	Social distancing more difficult Door handles No Light switch	Kept locked. Access limited to management with torch.	Only access to boilers, VH spare crockery cupboards and spare tables and chairs.
12. Broom cupboard	Social distancing not possible Door handle Not lockable	Cleaner to decide frequency of cleaning. BCR & CHR keys on hooks	
13. Store room 1 (hall staging, curtains, Youth Club, coffee morning trolley cage, bowls carpet, Clavinova etc.)	Social distancing not possible Door and window handles Light switches	One person at a time or two people to move heavy items but keeping as apart as possible. Hirer to control accessing and stowing equipment to encourage social distancing.	Both doors kept unlocked.

<p>14. Store room 2 Toddlers only</p>	<p>Social distancing not possible Door handles Light switches</p>	<p>One person at a time, possibly two if not passing. Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>Keys kept by Toddler group.</p>
<p>15. Store room 3 Brownies, Village Hall & Cleaner</p>	<p>Social distancing not possible Door handles Light switches</p>	<p>One person at a time. Hirer to control accessing and stowing equipment to encourage social distancing. Brownies responsible for cleaning their left hand side. Village Hall cleaner to clean right hand side as necessary.</p>	<p>Keys kept by Brownies group.</p>
<p>16. User Storage cupboards (accessed from corridor)</p>	<p>Social distancing more difficult in corridor Door handles Trolley for moving contents</p>	<p>Hirer to control accessing and stowing equipment to encourage social distancing. Trolley to be cleaned before & after use by hirer.</p>	<p>Keys kept by Users.</p>
<p>17. Toilets</p>	<p>Social distancing difficult. Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats, bins etc. Baby changing and vanity surfaces, mirrors. Shortage of materials.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc. before public arrive. Limit access to one or two persons at once. Posters to encourage 20 second hand washing. Posters to stop wipes being put down toilets. Central basin in Ladies to be taped off & not used. Supplies to be checked daily.</p>	

18. Events	Handling cash and tickets Too many people arrive	Organisers to arrange online systems and cashless payments as far as possible. Queue marshal if necessary.	NO performances at present – further advice will be issued once known.
19. Signs and Markings	Removed with malicious intent or for souvenirs or by unsupervised youngsters	Hirer must manage their group adequately to ensure that no damage occurs to any signage or stickers or emergency kit. Hirer to check all before and after hire.	