

## Woodbury Community Hall Risk Assessment - Version 1 20th August 2020

This is based on the Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

This COVID-19 Risk Assessment forms part of the Special Terms & Conditions of Hire during COVID-19.

A key part of the risk assessment has been based on 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 kitchen 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 can be found on the Woodbury Community Hall website [www.woodburycommunityhall.uk](http://www.woodburycommunityhall.uk)
3. This document is not intended to be comprehensive and Woodbury Community Hall (Axminster) 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.
4. It is strongly recommended that any potential hirer visits the hall to assess the measures taken by the committee to mitigate the risks and the measures that need to be taken by the hirer as covered in the special terms and conditions of hire.

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.**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Actions taken and any notes.
<p><b>Contractors and volunteers</b> – 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><b>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 cloths after cleaning duties. Volunteers given PHE guidance and PPE for use in the event deep cleaning is required.</b></p>	<p>The hall is normally cleaned by a contractor (Top2Bottom cleaning Honiton) on a weekly basis. Should Volunteers carry out any cleaning, guidance will be given by the chairman. 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><b>Contractors and volunteers</b>– think about who could be at risk and the likelihood 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. Mental stress from handling the new situation.</p>	<p><b>Volunteers in the vulnerable category are advised not to attend work for the time being.</b> <b>Discuss situation with 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.</b></p> <p><b>Talk with trustees and volunteers regularly to see if arrangements are working</b></p>	<p>Volunteers/Trustees 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>



<p>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><b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b>  <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b>  <b>Wear plastic gloves and remove.</b></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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves. Hazard markings at entrance and exit to hall installed.</p>
<p>Entrance hall/lobby/corridors</p>	<p>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.</p>	<p><b>Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</b>  <b>Door handles and light switches to be cleaned regularly.</b>  <b>Hand sanitiser to be provided by hall</b></p>	<p>Hand sanitiser and tissues provided and will be checked before each hire. Bins, placed in entrance hall and at the exit from the Hall, adjacent to the sanitiser and tissues. Empty regularly. The main pinch points are the entrance hall, toilets and kitchen and actions taken are shown against the specific areas.</p>
<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair back. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>  <b>Hirers to be encouraged to wash hands regularly.</b></p>	<p>Hand sanitiser provided at exit to hall. COVID signage placed around the hall. All fabric chairs stored and NOT to be used.</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><b>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.</b></p>	<p>Fabric chairs NOT to be used. Thirty (30) plastic chairs (no arms) have been left stacked in the hall for hirer's use. It is the hirer's responsibility to ensure the chairs are cleaned before and after use.</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><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas including cutlery and crockery likely to be used before use. To wash, dry and stow crockery and cutlery after use. Hirers to bring and use own tea towels. Hand sanitiser, soap and paper towels are provided Consider encouraging hirers to bring their own Food and Drink for the time being.</b></p>	<p>Cleaning materials provided on the shelving to the left hand side of the fridge freezer. Checked and re-stocked prior to hire.                  To minimise hirer's cleaning responsibilities the majority of the kitchen units are not to be accessed.</p>

<p>Store cupboards (cleaner, Electricity coin meters etc)</p>	<p>Social distancing not possible Door handles, light switch</p>	<p><b>Public access should be limited to the hirer for the coin in the slot meters. It is very difficult to clean as it is in the electrical cupboard. Wash hands thoroughly and sanitise hands after feeding the coin slot.</b></p>	
<p>Storage Rooms (furniture/equipment)</p>	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p><b>The hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.</b></p>	<p>Chairs and tables placed in the main hall to minimise access to the storage room. Should additional items be required further cleaning of these items will be needed.</p>
<p>Indoor Toilets</p>	<p>Social distancing is difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p><b>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. Engaged/vacant signage and posters to encourage 20 second hand washing.</b></p>	<p>Soap and toilet paper are regularly replenished. Spare products are stored in under sink cupboards.</p>