Appendix F

#  COVID-19 Risk Assessment for re-opening East Coker Village Hall – 18th December 2020

# Completed by Gill Evans, Health and Safety Representative

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**

Government Guidance makes clear that the overarching points are HANDS – FACE - SPACE:

“It is critical that everybody observes the following key behaviours:

• HANDS - Wash your hands regularly and for 20 seconds.

• FACE - Wear a face covering in indoor settings where social distancing may be

difficult, and where you will come into contact with people you do not normally

meet.

• SPACE - Stay 2 metres apart from people you do not live with where possible, or

1 metre with extra precautions in place (such as wearing face coverings or

increasing ventilation indoors)”.

In summary, subject to a hall being Covid-secure and compliance with social contact rules:

• Under lockdown village and community halls can only open for permitted activities e.g., preschools, essential retail, essential work, voluntary and public services which cannot be undertaken

from home.

• At Step one (8th March) schools and wraparound childcare opened, with outdoor activities

beginning on 29th March.

• At Step two (12th April earliest), village and community halls are also permitted to host a very

limited number of additional activities: supervised activities for children, parent and toddler groups,

for weddings, wedding receptions and wakes with up to 15 people, and non-essential retail (such

as indoor markets).

• At Step three (17th May earliest), more community activities can take place, subject to size limits

and the “rule of 6”.

• At Step four (21st June earliest) a full range of activities will be permitted, including dancing, and

social contact rules hopefully removed.

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| **Area or People at Risk** | **Risk identified** | **Actions to take to mitigate risk** | **18.12.20 Date completed and notes.** **Reviewed 5.4.2021** |
| **Staff, contractors and volunteers –** Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed | 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. | **Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own.****Staff/volunteers advised to wash outer clothes after cleaning duties.****Follow PHE guidance and PPE if deep cleaning is required.** | ***‘Stay at home’ guidance completed for entrance door and inner hall door.******Cleaning staff provided with protective apron and plastic/ rubber gloves.******Cleaning staff advised to wash outer clothes after cleaning.******Deep cleans will be carried out by specialist cleaning company when they are necessary.******Cleaning staff advised that soap cleanser and water are adequate for surface cleaning, light switches, handles etc. Cloths should be bleached after use.******Rubbish should be put in closed container ready for collection.******PHS have supplied bins for female hygiene and are contracted for collection and disposal.*** |
| **Staff, contractors and volunteers**– think about who could be at risk and likelihood staff/volunteers could be exposed. | 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.Mental stress from handling the new situation. | **Staff in the vulnerable category advised not to work for time being.****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.** | ***Cleaning staff asked whether willing to work.******Weekly chat with cleaning staff to be made by nominated person Gill Evans (Health and Safety representative)******Contact details of nominated person to be available to cleaning staff.******Cleaning staff to be warned by chair or nominated person of possible Covid 19 infection.***  |

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| Social distancing requirements and limit on group sizes of 6.Risk to hirers/event organisers and to those attending the hall | Confusion among hirers.Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.Risk of virus spread to all attending an activity or event, rather than one group of <6. | **Ensure hirers understand the limit to 2 household groups or groups of 6 (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.****Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.** | ***Conditions for Hirers have been updated with the latest advice about household groups and the guidelines from the government about this.******An update from the Chair outlining changes has been circulated.******2 Household groups can sit together without being socially distanced as can groups of 6. But no group members should mingle or mix, with another 2 household group or another group of 6.******Avoid raised voices or interactions.*** |
| Ventilation in activity and seated events | Risk through lack of ventilation for transmission of virus for people attending activity events  | **The area used for activities. The area is used for seated activities.****Capacity should be reduced for strenuous activities.**  | ***The hall must be ventilated for every event where more than one household /bubble group is meeting. Windows should be open for any event organized in the hall. If the exercise is strenuous e.g. Zumba, doors should be open too.******Doors should be fixed open where possible for ventilation (except fire doors).******Where strenuous exercise is undertaken the capacity of 100 sq. ft (9.29 sq. m) net indoor facility space available per person should be met.*** |
| 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.** | ***2 metre distances have been marked outside the entrance to the hall to encourage social distancing. The car park covers a large area and should not be a pinch point for social distancing.*** ***The entrance to the hall should be kept clear in order to facilitate the smooth uninterrupted flow through to the hall.******Hirers are asked to do a litter collection outside as well as inside, using gloves and disposing of any litter in usual way.******Gloves and bags are provided by the Village Hall Trust.******The cleaner will be asked to be vigilant for contaminating rubbish at the entrance.*** |

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| 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****Hirers must keep a record of all those attending.** | ***Users are encouraged to use the Q code to register their arrival at the hall which links to Test and Trace.******One way system for entrance and exit for hall users, with 2 m distance waiting marked on ground outside and at entrance. Reminder posters for keeping adequate social distance are prominently displayed at entrance and on inside notice boards. Hand sanitiser automatic dispenser is sited in the entrance hall for all those entering the hall. The rear door entrance for key holders also has sanitiser available by the entrance. Hand sanitiser is available in the hall too.******The exit is clearly marked and is at the rear double doors in the main hall. This must be used to maintain a flow through the hall.******The entrance lobby is recognised as a potential pinch point so the inner door to the hall must remain fully open when people are entering the hall. Areas for further congestion such as signing in/collecting tables must be sited in a free flow area within the hall.******Entrance lobby is recognised as potential pinch point for toilet use. One way system in place using cloakroom area as queuing area with 2 m distance markers on the floor. Exiting of both male and female toilets to be through inner hall door. The entrance lobby must be kept clear of queues.******All entrance doors are clearly marked. Arrows are on the floor to help the flow. The exit is clearly marked.******Hirers are asked to clean everything they touch at the end of the hire period. A cleaning rota has been displayed on the internal noticeboard and completion is a condition of hire.*** |
| Main Hall | Door handles, light switches, window catches, tables, chair backs and arms.Soft furnishings which cannot be readily cleaned between use.Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays.Social distancing to be observed | **Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.****Social distancing guidance to be observed by hirers in arranging their activities.****Hirers to be encouraged to wash hands regularly.****Ventilation is key – doors and windows should be open. If the weather is against this, open the windows every 15 minutes to clear the air.** | ***Users will be asked to clean door handles and light switches at start and end of their hire and least once an hour with a soapy solution and a wrung out cloth.******Intervals between hire periods have been introduced to allow this to happen.******A cleaning record is put up weekly on the internal notice board and hirers are expected to note their cleaning on this. This record is collected and filed each week. It is a condition of hire that cleaning is undertaken. Cloths and wipes are provided by the hall.******The cleaning record informs hirers that the hall is thoroughly cleaned each morning before the hall is opened.******Users are advised that tables should be cleaned at start of use and every hour.******Users are advised that screen should be controlled by a single user, wiping the control box, plug and key before and after use, with hand washing afterwards.******Posters advising hand washing have been posted in the male and female toilets.******Hirers are advised to use the gloves provided when opening or closing the curtains. The stage curtains should not be touched and have been taped off.******Notices on the door of spaces with restricted areas tell hirers how many are allowed in a particular space at one time.*** |

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| Upholstered seating | 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. | **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.** | ***Chairs are armless though are upholstered and users are advised that these are difficult to clean.******Users are advised to wear plastic gloves when stacking and unstacking chairs and to wipe the metal parts of each chair before and after use with soapy water or wipes.******As 50 is the maximum number that can be seated in the hall, 50 chairs are available to be used in the store. The remainder are taped off. Gloves and wipes are available in the chair and table storage area.*** |

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| Small meeting rooms and offices | Social distancing more difficult in smaller areasDoor and window handles Light switchesTables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned. | **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.** | ***Dampier room is not available for hire so that space in hall area will allow for more social distancing.******The Dampier Room is the designated Covid isolation room and all the necessary equipment is there. The room should not be entered unless it is to isolate a person with suspected Covid symptoms. If this happens, the chair should be notified.******No areas are carpeted. No shared office space or facilities.******Single hire only allowed. Kitchen to be used up to 2 people from the same household at any one time to allow for social distance to be maintained. All spaces have notices on their door.*** |
| Kitchen | Social distancing more difficult Door and window handles Light switchesWorking surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boilerCooker/Microwave | **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.****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.** | ***Kitchen to be used by a maximum of 2 people from the same household at any one time and ‘entry for key holder only’ notice put on external door.*** ***There is a notice on door of kitchen as a reminder of the number allowed in at one time.******Users must wash down kitchen table and surfaces, as well as kettles, hot water boiler , microwave and fridge if used, before and after use.******Dishwasher must be used to clean all hall crockery after use. Tea towels are not provided by the hall and any used must be taken home for laundering.******Cleaning materials – liquid soap, cloths, gloves – are available on a surface in the kitchen. Cleaning staff should check levels daily during cleaning.*** ***Sanitiser is available in the kitchen. A basin exclusively for hand washing is sited in the kitchen with a hand wash notice above it. Paper towels are sited beside the hand wash basin.******As always, hirers provide their own food and drink and this should not be shared.******People should avoid use of shared objects unless they can be cleaned between users, should bring their own equipment such as mats as far as possible and their own water bottles.*** |

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| Store cupboards (cleaner etc) | Social distancing not possible Door handles, light switch | **Public access unlikely to be required. Cleaner to decide frequency of cleaning.** | ***Cleaning store is always kept locked.*** |
| 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.** | ***The hall is thoroughly cleaned regularly by the cleaner employed by the hall.******The hirer should clean all equipment used before and after used.******Equipment store should be accessed by 1 person at a time. This is clearly marked on the door. Gloves should be worn when handling equipment. Tables and metal parts of chairs should be wiped before use and before being stored.*** |
| 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.** | ***Regular cleaning by the cleaner employed by the hall ensures soap, paper towels, toilet paper are replenished. Cleaning staff are responsible for re-ordering stock.******Hirers to clean door handles, light switches, toilet handles and seats before and after use. There is a cleaning record sheet pinned to the notice board in the hall which must be filled in and signed by the hirer at the end of every session.******One way system will be followed through cloakroom to toilets and return through inner hall door. Entrances are clearly marked. Space discs are placed on the floor for social distancing and arrows facilitate flow.*** ***Door handles and all other used areas should be cleaned every hour.******Posters encouraging hand washing are placed inside toilets.*** |

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| Boiler Room | Door handle, light switch Social distancing not possible | **Public access unlikely.****Cleaner to decide frequency of cleaning.** | ***Not applicable as boiler is in the equipment room and must not be touched by users.*** ***There is a notice on the boiler to this effect.***  |
| Stage | CurtainsSocial distancingLighting 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.** | ***Stage curtains should not be touched by users. The stage area should not be accessed by users except for screen use. The stage is taped off.*** |
| Changing Rooms | Outdoor toilets can be openedbut it is not compulsory. | **If opening changing rooms or outdoor toilets, establish frequency of cleaning and provide signage** | ***Not applicable*** |
| 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.** | ***Simple contactless pay point to be recommended to users. Where this is not used, persons handling cash should wear gloves.*** |

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| 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 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 possibleto prevent access: Tape will be removed/ignored. | **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 Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.** | ***The hall does not provide and is not responsible for play equipment. Where users provide their own equipment, they should provide their own risk assessment.*** |

***5.4.2021***

**The Social Contact rules (social interactions for groups)**

These key points may help address misunderstandings**:**

* The Public Health regulations permit most activities at community halls (see below for restrictions) and the Government Guidance for Community Facilities confirms they can take place in a Covid-19 secure hall within the hall’s own capacity limits.
* The aim is to contain risk of virus spread to small groups.
* The “rule of 6” applies to indoor activities, i.e., people must not socialize in groups larger than 6, which must be socially distanced from other groups or they may socialize in 2 household groups.
* For brevity, we refer here to these groups as “rule of 6 or household/bubble groups” to avoid confusion with activity groups.
* These “rule of 6 or household/bubble groups” must avoid mingling or mixing with other such groups. This does not prevent a friendly smile or greeting, discussion in a meeting, but **mixing**, **handshakes, sharing items and close contact between people in different groups must be avoided.**
* Potential infection is lessened outside and with ventilation inside, so open the windows if meeting with a group.