

# Pamber Heath Memorial Hall Risk Assessment

## **COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020**

(Taken from Government and ACRE advice and guidance)

A key part of the risk assessment is 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 need to be asked to arrange a waiting system.

### 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 is not intended to be comprehensive and the Pamber Heath Memorial Hall Trustees / Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it.

The potential mitigations are in two categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Green - **Actions that are strongly recommended**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Cleaner</p> <p>Hirer</p> <p>Contractors: i.e: Electrician / Plumber</p>	<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>Anyone who is either extremely vulnerable or over 70.</p> <p>Anyone 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>Stay at home guidance displayed at entrance and in Main Hall.</p> <p>Staff provided with protective overalls and plastic / rubber gloves.</p> <p>Staff / Hirer advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Anyone in the vulnerable category are advised not to attend sessions / work for the time being</p> <p>Contractors to provide their own protective overalls and plastic / rubber gloves</p>	<p>Staff / Hirer to follow guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants as rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>Staff / Hirer / Contractors will 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 employee/ hall user agrees it can be shared.</p>

<p>Car Park /paths / exterior areas</p>	<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>2 metre waiting area marked out outside entrance with tape to encourage care when queueing to enter.</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. Provide plastic gloves.</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.</p> <p>Door handles, light switches in frequent use.</p>	<p>“Pinch points” and busy areas identified. Marked out 2 metre spacing in entrance area. One-way system and signage as appropriate.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Hand sanitiser needs to be checked daily.</p> <p>Bins provided in entrance hall. Emptied regularly.</p>
<p>Main Hall</p>	<p>Social distancing to be observed</p> <p>Door handles, light switches, window catches, tables, chair backs and seats.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Window curtains or blinds</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p>

		<p>be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle Cooker/Microwave</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided</p> <p>Hirers encouraged to bring their own food and drink</p>	<p>Cleaning materials to be made available in clearly identified location (a box in the entrance lobby) regularly checked and re-stocked as necessary.</p> <p>Kitchen door to be kept closed.</p>
Store cupboards (cleaner etc)	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	No Public access required.	
Storage Rooms (furniture/equipment)	<p>Social distancing more difficult</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p>Hirer to clean equipment required before use.</p> <p>Hirer to control accessing and stowing equipment to encourage social distancing.</p>	
Toilets	Social distancing difficult.	Hirer to control numbers accessing toilets at one time,	Soap and toilet rolls to be regularly replenished

	Surfaces in frequent use - door handles, light switches, wash hand basins, toilet handles, seats, mirrors.	<p>with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless hall has been precleaned.</p> <p>Posters to encourage 20 second hand washing.</p>	
Boiler Room / Electric cupboard	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	No Public access required	