



# TEMPSFORD STUART MEMORIAL VILLAGE HALL

## COVID-19 RISK ASSESSMENT

September 2020

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### Introduction

This document is produced in line with Government guidelines for the re-opening of village halls on July 4<sup>th</sup> 2020 (and as subsequently modified) and uses the latest Action with Communities in Rural England (ACRE) example document as a basis.

As most people know, Covid-19 is a dangerous and potentially deadly pathogen and must be treated very seriously. The Trustees of the Stuart Memorial Hall have produced this document with the aim of producing as safe as possible an environment for the community, hirers and volunteers alike.

The Hall is run and staffed by volunteers who cannot be expected to be present to supervise all users of the Hall. We have therefore produced a separate guidance document for hirers, each of which must identify a person in charge who must ensure adherence to the guidelines in order to keep their group safe.

This document has been read and approved by all the Trustees and also the Chairman of the Tempsford Museum & Archives, as well as the Hall's cleaner. The document will be updated regularly as Government/ACRE guidance changes.

The Trustees reserve the right to close the Hall again should the Covid-19 situation change or we become aware of a local outbreak.

NB. Items marked in **RED** are mandatory, items marked in **ORANGE** are strongly recommended and items marked in **GREEN** are for consideration

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<ul style="list-style-type: none"> <li>■ Cleaning surfaces infected by people carrying the virus.</li> <li>■ Disposing of rubbish containing tissues and cleaning cloths.</li> <li>■ Deep cleaning premises if someone falls ill with Covid-19 on the premises.</li> <li>■ Occasional Maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>■ Any volunteer, cleaner or hirer must stay at home if unwell or go home if feeling unwell at entrance or in Hall.</li> <li>■ If anyone feels unwell whilst at the Hall, they should report this to the Booking Secretary. If a subsequent Covid-19 test proves positive, this MUST be reported.</li> <li>■ Staff/volunteers are to be provided with protective overalls and plastic or rubber gloves.</li> <li>■ Contractors, eg. the cleaner, to provide their own.</li> <li>■ Staff/volunteers are advised to wash outer clothes after cleaning duties.</li> <li>■ In the event that a person who has attended the Hall in the past 7 days is reported to have Covid-19, the Hall will be closed and deep cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff/volunteers may need guidance as to cleaning. For example, dry cloths should be used on light switches and electrical appliances rather than spray disinfectants.</li> <li>■ Rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</li> </ul>
<p><b>Staff, contractors and volunteers</b>– Think about who could be at risk and likelihood staff/volunteers could be</p>	<ul style="list-style-type: none"> <li>■ Staff/volunteers who are either extremely vulnerable or over 70.</li> <li>■ Staff or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff in the extremely vulnerable category are advised not to work in the Hall for the time being.</li> </ul>	<ul style="list-style-type: none"> <li>■ Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-</li> </ul>

<p>exposed.</p>	<p>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> <ul style="list-style-type: none"> <li>■ Mental stress from handling the new situation.</li> </ul>	<ul style="list-style-type: none"> <li>■ Discuss situation with staff/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.</li> <li>■ Talk with staff, trustees and volunteers regularly to see if arrangements are working.</li> </ul>	<p>19 who has been on the premises.</p> <ul style="list-style-type: none"> <li>■ Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</li> <li>■ It is important people know they can raise concerns.</li> <li>■ No-one is to be coerced into attending the Hall against their will.</li> </ul>
<p>Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall</p>	<ul style="list-style-type: none"> <li>■ Confusion among hirers.</li> <li>■ Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</li> <li>■ Risk of virus spread to all attending an activity or event, rather than one group of &lt;6.</li> </ul>	<ul style="list-style-type: none"> <li>■ 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. Adjust hire conditions to cover this.</li> <li>■ Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</li> </ul>
<p>Car Park/paths/ patio/exterior areas</p>	<ul style="list-style-type: none"> <li>■ Social distancing is not observed as people congregate before entering premises.</li> </ul>	<ul style="list-style-type: none"> <li>■ It is not practical to mark out a 2m waiting area outside all potential entrances with tape. This is</li> </ul>	<ul style="list-style-type: none"> <li>■ Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people</li> </ul>

	<ul style="list-style-type: none"> <li>■ Parking area is too congested to allow social distancing.</li> <li>■ People drop tissues.</li> </ul>	<p>particularly true for the south entrance. However, it is practical to place 'Keep your distance' floor stickers at the entrances.</p> <ul style="list-style-type: none"> <li>■ The cleaner will be asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</li> </ul>	<p>congregate or for vulnerable people.</p> <ul style="list-style-type: none"> <li>■ Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</li> </ul>
<p>Entrance hall/lobby/corridors</p>	<ul style="list-style-type: none"> <li>■ Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area.</li> <li>■ Door handles, light switches in frequent use.</li> </ul>	<ul style="list-style-type: none"> <li>■ The narrow entrances to the Main Hall are "pinch points" and may become busy during entry and exit. Provided that people do not congregate and chat here but merely pass, the risk is considered minimal. It is probably not practical to introduce a one-way system but 'Keep your distance' floor stickers can be used.</li> <li>■ The North Entrance will be out of bounds in the short term because user numbers will be small and there is not a fire safety issue. Only when we are allowed greater numbers in the Hall will the North Entrance be re-opened.</li> <li>■ Guidance for hirers to</li> </ul>	<ul style="list-style-type: none"> <li>■ Hand sanitiser needs to be checked daily.</li> <li>■ Provide more bins, in entrance hall, each meeting room. Empty regularly.</li> </ul>

		<p>include instructions not to congregate at entrances.</p> <ul style="list-style-type: none"> <li>■ Door handles and light switches to be cleaned regularly.</li> <li>■ Hand sanitiser to be provided by hall</li> </ul>	
Main Hall	<ul style="list-style-type: none"> <li>■ Door handles, light switches, window catches, tables, chair backs and arms.</li> <li>■ Soft furnishings which cannot be readily cleaned between use.</li> <li>■ Window curtains or blinds</li> <li>■ Photos, displays.</li> <li>■ Social distancing to be observed</li> </ul>	<ul style="list-style-type: none"> <li>■ Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hall cleaner before use.</li> <li>■ Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Chairs which have been used are to be left out in the Hall for cleaning rather than re-stacked.</li> <li>■ Social distancing guidance to be observed by hirers in arranging their activities. Capacity of Main Hall to be limited to 25 people until guidance changes.</li> <li>■ Hirers to be encouraged to wash hands regularly.</li> </ul>	<ul style="list-style-type: none"> <li>■ Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</li> <li>■ When the new curtains have been fitted, hirers to be instructed not to touch them or any of the pictures in the Hall.</li> <li>■ Provide hand sanitiser.</li> </ul>
Committee Room	<ul style="list-style-type: none"> <li>■ Social distancing more difficult in smaller areas</li> </ul>	<ul style="list-style-type: none"> <li>■ Recommend hirers hire larger meeting spaces and</li> </ul>	<ul style="list-style-type: none"> <li>■ Consider closing, only hiring when main hall is not</li> </ul>

	<ul style="list-style-type: none"> <li>■ Door and window handles, light switches, tables, chair backs and arms.</li> </ul>	<p>avoid use of small rooms, other than as offices.</p> <ul style="list-style-type: none"> <li>■ Surfaces and equipment to be cleaned by hall cleaner before use.</li> <li>■ Capacity of Committee room to be limited to 6 people until guidance changes.</li> </ul>	<p>in use or as possible overflow for activities when more attend than expected.</p> <ul style="list-style-type: none"> <li>■ May provide a "kettle point" to avoid two groups using the same kitchen.</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>■ Social distancing more difficult</li> <li>■ Door and window handles, light switches, working surfaces, sinks, cupboard/drawer handles, fridge/freezer, crockery/cutlery, kettle/hot water boiler, cooker/microwave</li> </ul>	<ul style="list-style-type: none"> <li>■ Hirers to be asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</li> <li>■ Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</li> <li>■ Hirers to bring own tea towels or use blue paper towels provided.</li> <li>■ Hand sanitiser, soap and paper towels to be provided</li> <li>■ Ask hirers to bring their own snacks and drink for the time being. They should also provide their own drinks containers and spoons if possible.</li> </ul>	<ul style="list-style-type: none"> <li>■ Cleaning materials to be provided, ideally in a box or similar container placed on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</li> <li>■ Advise hirers not to use kitchen if not really essential.</li> </ul>
Store cupboards (cleaner etc)	<ul style="list-style-type: none"> <li>■ Social distancing not possible</li> <li>■ Door handles</li> </ul>	<ul style="list-style-type: none"> <li>■ Public access unlikely to be required. Cleaner to decide frequency of cleaning.</li> </ul>	
Storage Rooms, eg. under stage (furniture/equipment)	<ul style="list-style-type: none"> <li>■ Social distancing more difficult</li> <li>■ Door handles in use.</li> </ul>	<ul style="list-style-type: none"> <li>■ No access to under stage area except for Trustees or designated volunteers</li> </ul>	

	<ul style="list-style-type: none"> <li>■ Equipment needing to be moved not normally in use</li> </ul>	wearing rubber gloves. Only one person allowed under stage at any one time.	
Toilets	<ul style="list-style-type: none"> <li>■ Social distancing difficult.</li> <li>■ Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc.</li> <li>■ Vanity surfaces, mirrors.</li> </ul>	<ul style="list-style-type: none"> <li>■ Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. A 'one out one in' policy to be implemented.</li> <li>■ Cleaner to clean all surfaces etc before public arrive. Hirer to maintain cleanliness during use.</li> <li>■ Place posters to encourage 20 second hand washing.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</li> <li>■ Place floor stickers in Main Hall and Committee Room where people will wait for toilets.</li> </ul>
Boiler Room	<ul style="list-style-type: none"> <li>■ Door handle, light switch</li> <li>■ Social distancing not possible</li> </ul>	<ul style="list-style-type: none"> <li>■ Public access forbidden. Only Chairman, nominated deputy or maintenance staff permitted</li> </ul>	
Stage	<ul style="list-style-type: none"> <li>■ Curtains</li> <li>■ Social distancing</li> <li>■ Lighting and sound controls</li> </ul>	<ul style="list-style-type: none"> <li>■ Stage curtains are removed at present.</li> <li>■ Hirer to control access and clean as required.</li> </ul>	
Events	<ul style="list-style-type: none"> <li>■ Handling cash and tickets</li> <li>■ Too many people arrive</li> </ul>	<ul style="list-style-type: none"> <li>■ Organisers arrange online systems and cashless payments as far as possible.</li> <li>■ For performances, seats to be limited, booked in advance, 2 seats between individuals or households.</li> </ul>	This is unlikely to apply in the short term because of limited numbers allowed to use the Main Hall.

