

## **Alstonefield Village Hall Committee – Supplementary Risk Assessment for use during 2020 COVID-19 pandemic**

This document is supplementary to the Committee's usual annual risk assessment, which will need to be checked as to whether the current pandemic has changed any part of it.

(Note: an initial review of that assessment has highlighted only one significant issue, unrelated to COVID-19, i.e. replacement of some of the emergency lighting units, which has since been carried out.)

It should be reviewed by selected members of the Committee and our contract cleaner (Pauline Hambleton) and provided to the main volunteer user groups, so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire that we are obliged to use during the pandemic. (Additional protocols may need to be agreed with particular user groups such as fitness classes.)

A key part of the risk assessment will be identifying 'pinch points' where people cannot maintain social distancing of 1-2 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 toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. (For areas that present a problem, people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.)

Part of our response is to enhance the cleaning regime, including a one-off commercial 'deep clean' (now taking place on 14/15 July), to include everything inside cupboards, as well as surfaces, equipment, etc. The same cleaning firm can support our own regular cleaning regime if necessary, for an initial period. (Although committee members have also offered to support extra cleaning.) A new cleaning log is to be used, to provide assurance to the committee and users.

The document should be updated in the light of government regulations or guidance, which are expected to change from time to time.

9 July 2020 M Snodin

## Alstonefield Village Hall Committee – Supplementary Risk Assessment for use during 2020 COVID-19 pandemic

Risk areas:                      [General](#)                      [Contractors](#)                      [Committee members](#)                      [Exterior areas](#)                      [Entrances and corridor](#)  
    [Main hall](#)                      [Small meeting room](#)                      [Kitchen](#)                      [Toilets](#)                      [Other rooms/storage](#)                      [More risky activities](#)

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>General</p> <p><a href="#">Back to top</a></p>	<p>Users and visitors may have the virus but be asymptomatic and bring the virus onto the premises</p> <p>Someone may become ill while at the premises</p> <p>Contamination between Hall's own regularly cleaning (generally weekly)</p> <p>Used tissues and towels may become contaminated</p>	<p>All users and visitors to be asked to register in a log, to support NHS 'track and trace'</p> <p>Hirers to agree to ask their members/users to register</p> <p>Move person to designated space (small meeting room) until transport home arranged</p> <p>Users to wipe down or wash surfaces and equipment they use, both before and after use</p> <p>Used tissues/paper towels to be disposed of into a plastic bag, sealed and placed in outside green bin. (All rubbish should be disposed of after every use of the Hall in any event.)</p>	<p>We cannot make this mandatory</p> <p>Included in Supplementary Hire Agreement [SC4]</p> <p>Included in Supplementary Hire Agreement [SC12]</p> <p>Included in Supplementary Hire Agreement [SC3]; new stock of cleaning materials kept in kitchen cupboard, clearly signed; Pauline to monitor and top-up as needed.</p> <p>Included in Supplementary Hire Agreement [SC9]; green bin outside meets recommended '72 hour' leave period and should not risk exposure to anyone.</p>

## Alstonefield Village Hall Committee – Supplementary Risk Assessment for use during 2020 COVID-19 pandemic

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Contractors (e.g. Pauline Hambleton)</p> <p><a href="#">Back to top</a></p>	<p>Entering premises after previous users, when surfaces may still harbour virus</p>	<p>Ensure availability of personal external key, to avoid key-safe</p> <p>Require users to wipe down surfaces of equipment used, before leaving.</p> <p>Aim for 48 hour gap after users, before cleaning takes place.</p> <p>Use protective masks, gloves etc</p> <p>Availability of hand sanitiser, soap dispensers etc (as for all users)</p>	<p>(Pauline has own key)</p> <p>Supplementary hire agreement to be signed by all hirers [SC3]</p> <p>Booking Secretary to monitor booking/cleaning timings</p> <p>Contractor's own responsibility but essential equipment should be available to anyone who needs it, including contractors.</p> <p>In place now; soap dispensers being upgraded under Initial Services contract (to 'no touch')</p>
<p>Committee members</p> <p><a href="#">Back to top</a></p>	<p>Booking Secretary may have greater exposure to the public and premises</p> <p>Several committee members are in the vulnerable (over 70) group</p>	<p>Availability of hand sanitiser, soap dispensers etc (as for all users)</p> <p>Ensure maximum social distancing for meetings and recommend masks</p> <p>Members to be supported in any decision they make to avoid the premises for the time being</p>	<p>To be used before/after passing over keys, documents, etc.</p> <p>The committee is few enough to operate with at least 2 metres distance</p> <p>Quorum requirements could be an issue (virtual meetings are not permitted for charities if decisions are to be made)</p>
<p>Exterior areas:</p> <p>Car parks and paths</p> <p>Old School Garden</p>	<p>None</p>	<p>n/a</p>	<p>Users have a personal responsibility for social distancing (e.g. maximum 6 people); committee is not legally liable. (Statement to this effect in Supplementary Hire form.)</p>



## Alstonefield Village Hall Committee – Supplementary Risk Assessment for use during 2020 COVID-19 pandemic

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	Hall floor – general cleaning (see <a href="#">More Risky Activities</a> below)	Provide battery-type vacuum to enable users to do basic clean after use.	available. (Freely available on Amazon – ‘Problem Solved Fabric Saniser’)  Avoid need to fetch ‘Henry’ and access janitor cupboard, which is mostly for Pauline’s use (room mostly locked).
Small meeting room  <a href="#">Back to top</a>	Surfaces (including sink area and equipment) may harbour virus from previous users  Large meetings may compromise social distancing  Tables and chairs in use – potential risk if used by infected person  Library books - potential risk if used by infected person  Piano may be used	Enhanced cleaning regime to cover frequently touched surfaces  Reduce maximum capacity limits to 25% of general fire risk assessment; open window and leave door ajar, to increase air flow  Users to wipe down tables before and after use  Sign on door and tape-off library shelves to close-off.  Tape-off temporarily	New cleaning log to provide assurance  In practice, this equates to no more than 3 people, so most meetings will need to be in the main hall.  Included in supplementary hire form [SC3]. Risks from chairs is less, and cannot be easily mitigated.  Access to room only needed for pre-booked meetings and Pauline’s cleaning materials, so the room can be locked when not in use. (Pauline has key.)  Risk only if used by people at a meeting – minor risk.
Kitchen  <a href="#">Back to top</a>	Surfaces, fittings (taps etc) and equipment may harbour virus from previous users	One-off ‘deep-clean’ to cover all surfaces (including inside cupboards)  Hand-wash soap dispensers to be in place, with hand drying options	14/15 July (and can be repeated as needed, or supplemented)  Initial Services to install no-touch dispensers in kitchen (as well as toilets etc.)

## Alstonefield Village Hall Committee – Supplementary Risk Assessment for use during 2020 COVID-19 pandemic

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	<p>Users (e.g. caterers) could spread virus and also compromise social distancing</p>	<p>Users to wipe down or wash surfaces and equipment they use, both before and after use</p> <p>Enhanced cleaning regime to cover frequently touched surfaces</p> <p>Dishwasher to be used wherever possible; no tea towels to be provided by the Hall</p> <p>Masks to be used by anyone preparing or serving food or drink in the kitchen area</p> <p>Set maximum limits of 3 people to use kitchen area at any one time.</p> <p>Open window and leave one or more doors ajar, to increase air flow</p>	<p>Included in supplementary hire form [SC3].</p> <p>New cleaning log to provide assurance</p> <p>Included in supplementary hire form [SC10]; sign necessary. Users (e.g. caterers) may bring own tea towels, and take away.</p> <p>Sign needed; include in Supplementary Hire Form [SC10]</p> <p>Sign needed</p> <p>Signage on windows themselves</p>
<p>Toilets:</p> <p><a href="#">Back to top</a></p>	<p>Surfaces, fittings (taps etc) and equipment may harbour virus from previous users</p> <p>Users could compromise social distancing</p> <p>Users could infect or receive infection on surfaces</p>	<p>One-off 'deep-clean' to cover all surfaces</p> <p>User groups to wipe down sink areas, both before and after use</p> <p>Enhanced cleaning regime to cover all surfaces</p> <p>Set maximum limits of 2 people.</p> <p>Provide working soap dispensers, with options for drying hands</p>	<p>15/15 July (and can be repeated as needed, or supplemented)</p> <p>Included in supplementary hire form [SC3].</p> <p>New cleaning log to provide assurance</p> <p>Signs on doors necessary</p> <p>Initial Services to install 'no-touch' dispensers to toilets (also kitchen areas). Pull-down hand</p>

## Alstonefield Village Hall Committee – Supplementary Risk Assessment for use during 2020 COVID-19 pandemic

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
			towel is acceptable, supply of paper towels may need to be increased. Government guidance states electronic hand dryers are acceptable (so all options covered).
Other rooms/storage: - Store room - Janitor cupboard - Loft - Boiler room	None		
More risky activities:  <a href="#">Back to top</a>	Groups of more than 30 people  Performances in front of an audience  Fitness classes, indoor sports (e.g. pilates, yoga, indoor bowls) – permitted from 25 July	Not permitted yet – monitor  Not permitted yet – monitor  Complete mini risk assessment for each user group/activity, in particular to determine maximum numbers for each activity type  Each user group to determine how to keep individuals (including visiting tutor, if applicable) appropriately distanced  Electronic fans to be in use during hire period and windows open as much as possible  Routine cleaning regime to include floor cleaning with appropriate disinfectant; to be carried out post-use by the more active classes (i.e.	The current guidance (maximum 30 without additional measures) aligns closely with our main hall capacity limits based on the '25% rule'  Outdoor performances permitted from 25 July  This done not need to in writing as none involve employees  Hall to agree with user group methods to ensure no damage to hall floor by use of tape, for example  Users may also wish to vacuum floor before use. Portable vacuum to be made available, separate

**Alstonefield Village Hall Committee – Supplementary Risk Assessment for use during 2020 COVID-19 pandemic**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
		pilates), and before being used by another hirer	from the Hall cleaner's 'Henry' (which will not be accessible to hirers). Post-use floor cleaning optional for yoga or bowls. (Pauline may choose to treat the same.)