

Shottery Memorial Hall COVID-19 Risk Assessment

August 2020

This document assesses additional risks arising from COVID-19 and its consequences. It indicates actions to be taken by the management committee. Each user group will also have a risk assessment indicating actions that it will take.

The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.

People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Contractors and volunteers – What activities might cause risk of transmitting the virus?</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.</p> <p>Occasional maintenance.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Volunteers do not carry out cleaning. Cleaning contractors provide their own protective overalls and plastic or rubber gloves. Professionals to carry out deep clean if required.</p> <p>Maintenance only to be carried out after hall has been cleaned, and surfaces touched to be cleaned afterwards.</p>	<p>Contractors and volunteers may need guidance as to cleaning. 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>Staff, contractors and volunteers– Who might be at risk?</p>	<p>Staff/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.</p> <p>Anxiety about the new situation.</p>	<p>Clinically extremely vulnerable volunteers, if any, not to come to hall.</p> <p>Hirers to be made aware of procedure if someone falls ill with suspected COVID-19.</p> <p>Meetings in hall to be at 2 metres distance between members of different households. Standing item at monthly meetings to raise any concerns.</p>	<p>Staff and volunteers 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.</p>

Areas at Risk			
Whole premises	Health hazards after being out of use for several months	<p>Thorough clean before reopening. Ensure water system has been flushed during or after hall out of use. General clean at least weekly.</p>	
Car Park/exterior areas	Social distancing is not observed as people congregate before entering premises. People drop tissues.	<p>Mark out 2 metre waiting area outside all potential entrances to encourage care when queueing to enter. Cleaners asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</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.
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.	<p>Mark out 2 metre spacing in entrance area. Provide signage. Gaps between lets so that groups are not entering while others are leaving. Hirers to manage this if a let has more than one group. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall.</p>	<p>Doors wedged or fastened open for entry and exit</p> <p>Hand sanitiser needs to be monitored regularly. Provide bins with lining bags in entrance hall and each meeting room. Hirers to take bags to outside bins after use and replace lining bags. Roll of spare bags to be made available.</p>

Main Hall, Youth Centre and Art Studio	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 and after use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Each hiring group to determine maximum number for its activity and not exceed it.	Remove cushions from bench seats in main hall.
Bar area	Social distancing more difficult in smaller areas. Door and window handles. Light switches. Tables, chair backs and arms. Floors with carpet tiles less easily cleaned.	Not to be let at present. Entrance area to bar lounge may be used to manage flow into and out of main hall.	
Kitchen	Social distancing more difficult. Door and window handles. Light switches. Working surfaces, sinks. Cupboard/drawer handles. Fridge/freezer. Crockery/cutlery. Kettle/hot water boiler	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean before and after use. Hirers to bring own tea towels. Soap and paper towels to be provided. Hirers encouraged to bring their own food and drink.	Cleaning materials to be made available in clearly identified location, regularly checked and re-stocked as necessary.

Outside Storage	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Not used for time being.	
Office	Social distancing not possible Door handles, light switch	Public access unlikely to be required.	
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.	Hirer to control numbers accessing toilets at one time, Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Chair in disabled toilet if anyone falls ill.
Stage	Curtains Social distancing Lighting and sound controls	No performances until allowed. No activity on stage for time being. Orchestra responsible for its equipment on stage. Should clean tall chairs after use.	Revise this section in line with government guidelines if and when stage is used for rehearsals and performances.
Events	Handling cash and tickets Too many people arrive	No events with more than 30 people in Hall for time being. When events resume, organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.	Revise this section in line with government guidelines when larger events are allowed.