

EDINGTON PARISH HALL COVID -19 RISK ASSESSMENT



This Covid-19 risk assessment for Edington Parish Hall has been updated after the easing of mandatory restrictions by the Government on the 19th July 2021 and is based on the updated guidance issued by ACRE.

Important Notes:

1. This COVID-19 Risk Assessment will be reviewed and updated in the light of any new government guidance and should be read in conjunction with the Special Covid-19 Conditions of Hire
2. This document should also be read in conjunction with relevant legislation and guidance issued by government, the local authority and relevant national bodies.
3. This document is not intended to be comprehensive and the Parish Hall Committee cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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

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

Orange – **Actions that are strongly recommended**

Green – **Actions that should be consider**

Area or People at Risk

Risk identified

Actions to take to mitigate risk

Notes

Infected / unwell people coming to the Parish Hall

Possible transmission of Covid-19

Stay at home guidance if unwell at entrance and on Covid noticeboard

Safety sign at the entrance warning people **NOT TO ENTER** if they have any Covid-19 symptoms

QR test and trace poster at entrance and also on notice board.

Contact details for everyone who attends an event in the PH event should be kept for 21 days; event organiser to take details.

PH Committee to be notified immediately if anyone attending an event has suspected Covid-19 symptoms and/or tests positive

Hirers, Cleaner, Volunteers and Contractors will be warned **IMMEDIATELY** if someone who has been in the PH tests positive for Covid-19

Hirers, Cleaners, Volunteers and Contractors

- Cleaning and touching 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 if unwell guidance at entrance**
- **Plastic gloves/rubber gloves/ disposable aprons available for volunteers who do an interim clean of the PH**
- **Special Covid-19 Conditions of Hire include procedure for disposing of rubbish.**
- **Public Health Guidance followed should deep cleaning be necessary. Deep clean discussed with PH cleaner**

- **Contractors provide own PPE**
- **Cleaner, Volunteers advised to wash clothing after cleaning duties.**

PH Committee to provide appropriate cleaning materials for hirers.

Surface wipes not sprays should be used on light switches and electrical sockets and appliances.

Cleaning Log displayed in the Main Hall and Toilets Lobby. Hirers asked to complete these to show which surfaces have been cleaned.

Hirers may wish to wipe surfaces likely to be touched prior to the start of their session as an additional safeguard.

Car Park/paths/ patio/exterior areas

Social mixing as people congregate outside before entering premises.

- **Event organisers to encourage care when entering or leaving the PH. Social distancing still recommended.**

- **Staggered arrival times could be considered**

Outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.

Pinch Points

- Only one entrance to the PH so the porch may become a pinch point
- Kitchen is small and narrow

One door into toilets so social distancing very difficult

- **Hand sanitiser to be provided at entrance and in the toilets.**
- **Porch door and Main door propped open to avoid people touching handles. A one way system could be used – in through the main door, out through the rear fire door.**
- **Door handles and light switches to be cleaned regularly**

- **Signage on door to toilets indicating ONE OUT/ONE IN system**
- **Coat hooks in toilet lobby not in use. Coats placed on back of chairs**

Hand sanitiser provided by PH Committee and topped up as necessary. Everyone who enters the PH should use this.

Hirers are asked to wipe regularly touched surfaces.

Appropriate wipes provided by PH committee to clean light switches, door handles etc. (see Special Covid-19 Conditions of Hire)

Notice on door to toilets

Main Hall

In order to maximise the available space, the chairs are now stacked in the alcove rather than around the hall. Please return to the alcove after use.

- The current guidance recommends 50% capacity where ventilation may be a problem, so numbers allowed in the PH will vary by activity.

- Entrance may become a pinch point

- Surfaces such as door handles, light switches, window catches, tables, chair backs and arms in frequent use.
- Projection equipment. Screen. Window curtains. certificates, pictures, displays.
- Wearing a face coverings and social distancing advised when in the PH.
- **When seated for a talk or meeting, the recommended numbers should be between 20-30 depending on how much social distancing the event organiser feels appropriate. It is also recommended that chairs are arranged side by side with a gap between them to allow for social distancing. When tables are used, for example for a coffee morning or lunch then the numbers are reduced to 20 people.**
- **Event organisers to manage how people enter.**
- **Frequently touched surfaces such as door handles, light switches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.**
- **Less frequently touched but if projector remote and any leads are used, please sanitise with a wipe before replacing in the bag.**
- **Current guidance followed by hirers in arranging their activities.**
- **Those attending events in the PH to be encouraged to wash/ sanitise hands regularly.**

Arrangements for large events will be considered on an individual basis by the PH Committee

All Groups and Event organisers to carry out their own risk assessment and give a copy to the PH Committee

Staggered times could be considered

Appropriate cleaning materials and gloves provided and kept in container on wooden table.

Cloths and wipes disposed of in bin after use

Display put up by any group that uses the PH is their responsibility.
The certificates and pictures will be cleaned by the cleaner/ volunteers

Poster recommending wearing face coverings and thinking about social distancing when in the PH on display.

Upholstered chairs

- Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning may damage fabric.
- Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.
- **PH Committee will regularly sanitise fabric covering on chairs**
- **Clean metal/plastic parts regularly touched at the end of each session.**
Appropriate fabric sanitiser used (Dettol spray)

Hirers asked to wipe metal parts of the chair before stacking then in the alcove.

Kitchen and kitchen extension

- Social distancing more difficult due to size and shape of kitchen
- Door and window handle Light switches
- Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery
- Kettle/hot water boiler

- Cooker/Microwave

- **No more than 2 people in the kitchen at any one time**
- **Hirers to clean all surfaces likely to be used before and after use; wash, dry and stow crockery and cutlery after use. Wipe all surfaces.**
- **Kitchen Bin to be emptied**

- **Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided**

- **Hirers could consider asking people to bring their own refreshments**

Appropriate cleaning materials will be found in sink cupboard.

PLEASE DO NOT USE SCOURERS ON THE INDUCTION HOB. Wipe with a clean cloth or use the 'Hob bright' cleaner

Extra Chair/ Table Store (furniture and equipment)

- Social distancing not possible Door handles, light switch used
- **Public access unlikely to be required.**

Racked storage room

- Social distancing more difficult Door handles in use.
- Equipment needing to be moved not normally in use.

- Hirer's stored equipment
- **Hirer to control accessing and stowing equipment to encourage social distancing. Wipe light switch and door handle after use.**
- **Hirer is responsible for sanitising their own equipment.**

One person to enter store to collect items needed

Toilets and toilet lobby

- Social distancing difficult.

- Surfaces in frequent use - door handles, light switches, basins, toilet handles, seats etc.
- Baby changing unit and mirrors.

- Overcrowding in lobby if coat hooks used
- **Engaged/vacant signage provided on outer lobby door**
- **One out/ one in system for use of toilets, with attention to more vulnerable users**
- **Frequently used surfaces to be regularly cleaed. Cleaning log on the lobby wall shows when last cleaned.**
- **Hirers requested to wipe surfaces if toilets are used by their group.**
- **Posters to encourage 20 second hand washing displayed in toilets**
- **Coat hooks in lobby not in use. People asked to use back of chair.**

Ensure soap, paper towels and toilet paper are regularly replenished.

Surfaces wipes available. in toilets.

Hirers to empty toilet bins at the end of the session if toilets have been used.