

RISK ASSESSMENT FOR OPENING THE HALL

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</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>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall.</p> <p>Staff provided with protective overalls, plastic or rubber gloves and face masks and required to wear them. Contractors required to provide their own.</p> <p>Staff to be provided with disposable gloves and equipment for the disposal of rubbish.</p> <p>Staff/volunteers 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>Occasional Maintenance workers required to provide their own protective equipment. And wear face masks</p>	<p>Staff 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>PPE to be purchased for staff to use for cleaning.</p>

<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or 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>Mental stress from handling the new situation.</p> <p>Staff travelling to and from work</p> <p>Dealing with hirers face to face</p>	<p>Staff in the extremely vulnerable category are advised not to attend work for the time being.</p> <p>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.</p> <p>Talk with staff regularly to see if arrangements are working.</p> <p>Staff to travel in own cars or cycling and avoid public transport where possible</p> <p>No car shares to be allowed</p> <p>Staff to be provided disposable face masks and gloves for if there is an issue a hirer need to speak to them about</p> <p>Staff to open door at time of the booking and vacate the</p>	<p>Staff 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/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
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Hirers of the hall	Risk of spreading infection	<p>Hirers must keep up to date with current government guidelines</p> <p>Face masks must be worn unless exempt under government guidelines</p> <p>Hirer who has made the booking must ensure all members are adhering to the restrictions including face masks, social distancing and following the 1 way system within the hall</p> <p>Hirers to ensure no 2 households mix in any form. Members from 2 different</p>	<p>Need to understand government restrictions regarding multi use facilities</p> <p>Dance and exercises classes are not required to wear masks while partaking in the exercise however must wear when enter and exit the building</p> <p>All regular hirers emailed by office informing them of what their obligations are for the hall reopening</p> <p>As per government guidelines with Essex been put into Tier 2 'High' it is against the law for 2</p>

	<p>If hirer gets infection or has to self isolate due to track n trace</p>	<p>households must be kept at a 2m distance.</p> <p>Hirers will only be allowed to enter the building at the time of their booking to ensure staff have enough time to open the doors and vacated the hall to stop possible cross contamination</p> <p>Hirer must inform the hall immediately so a deep clean can be carried out</p>	<p>households to mix in any indoor setting. Hall can host more than 2 households however hirer must ensure that separate households keep a 2m distance at all times.</p> <p>If more time is required for cleaning or packing away booking clerk must be informed as soon as possible to see can see if availability</p> <p>Hirer will not be penalised for late cancellation of the booking due to government restrictions or self isolation</p> <p>Need to investigate if other hirers in that hall need to be informed / if they need to self-isolate also</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Signage at entrance door ensuring 2m distance of kept</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>

		Cleaner and Staff asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove using litter picker.	Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
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.	Mark out 2 metre signage in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned after or prior to each hire. Hand sanitiser station in all lobby areas with signage regarding use	New signage regarding entrance through main door and exit through fire door Set up in all halls. Hand sanitiser needs to be checked daily.
Main Hall and Rec Hall	Door handles, light switches, window catches, tables, chair backs and arms, projection equipment. screens. Social distancing to be observed	Door handles, light switches, window catches to be cleaned by cleaning / Caretaker staff. Tables, chairs and other equipment used to be cleaned by hall before use wipes to be provided Social distancing guidance to be observed by hirers in arranging their activities.	Purchase wipes and gloves for hall for equipment to be cleaned prior to hire. Provide hand sanitiser.

		Hirers to be encouraged to wash hands regularly.	Signage in all halls regarding 2m distance and face masks to be worn
Small Hall	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches Tables, chair backs and arms.</p>	<p>Hirers to ensure that all members of group adhere to social distancing and mask wearing</p> <p>Bookings clerk to ensure that only activities to partake in the small hall can adhere to social distancing</p> <p>Door handles, light switches, window catches to be cleaned by cleaning / Caretaker staff.</p> <p>Tables, chairs and other equipment used to be cleaned by hall before use wipes to be provided</p>	<p>Due to small space 2 tables and 10 chairs to be provided in the hall for use</p>
Council Room	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles Light switches Tables, chair backs and arms.</p>	Due to small area recommend we do not hire the council room out currently. Review monthly. Move Council room bookings to larger hall where possible.	

	Council room chars harder to clean.		
Offices and caretaker office	Small area Contamination of office equipment and computers 2m distance between staff	Office staff and caretaker to continue to clean areas they use through the day. Desk layout allows for 2m distance between staff. Provide hand sanitisers for offices.	Purchase hand sanitiser
Kitchens	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Kitchens to remain closed for the and will review monthly following government guidelines	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Tables and chairs to be out of the cupboard ready for hirer use as follows: Main and rec hall – 10 tables and 20 chairs Small hall – 2 tables and 10 chairs Cupboard to be locked and so access can not be obtained	

		All equipment to be cleaned between hires by staff	Enough time to be left between hires to enable wiping down to take place
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned prior – depending on time of booking. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed. Toilet cleaning to take place by the caretaker / cleaner 3 times through the day and hirers to have access to facilities if require to clean themselves Signs to be clearly marked in toilet facilities regarding when cleaned and regarding hand washing.
Stage	Curtains Social distancing Lighting and sound controls	Consider removal of stage curtains or tying back out of reach. Hirer to control access and clean as required.	Curtains to be removed by caretaker
Events	Handling cash and tickets Too many people arrive	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.	To be discussed as events happen