

Knowstone Parish Hall - COVID RISK ASSESSMENT

Undertaken by J Filmer-Bennett, W Sweet and C Whatcott

1st August 2020

Area or People at Risk	Risk identified	Actions to take/taken to mitigate risk	Date completed and any notes
<p>Contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood volunteers / contractors 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 / do not enter premises if unwell guidance signs in entrance lobby and in Main Hall.</p> <p>Hall cleaner to be provided with apron and gloves and advised to wash outer clothes after cleaning duties.</p> <p>Contractors provide their own.</p> <p>Cleaner / volunteers given PHE guidance and PPE for use in the event deep cleaning is required.</p> <p>Rubbish to be double bagged before disposal.</p> <p>Any potentially infected rubbish to be double bagged and placed in the shed for 72 hours</p>	<p>List of signage to be displayed has been drawn up by Hall Chairman; to be produced by a committee member.</p> <p>Chairman has ascertained that hall cleaner aware of requirements (July 2020)</p> <p>Cleaner / volunteers to be advised that 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>Hall cleaner, contractor and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>
<p>Car Park/paths/ patio/ exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p>	<p>Will be undertaken by JFB before hall re-opens on 24.08.20 (provisional date)</p> <p>Transitory lapses in social distancing in outside areas are less risky, the</p>

	People drop tissues.	Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Plastic gloves will be provided.
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.	“Pinch points” and busy areas identified as the lobby area. Consider marking out 2 metre spacing in entrance area. Create one way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall on table in lobby area and near exit door in far corner of the hall	Hand sanitiser needs to be checked after each hiring Provide more – 1 bins in entrance lobby and hall. To be emptied regularly by hall cleaner Signage produced to show in and out and a no exit sign to prevent people going out the way they came into the hall
Main Hall	Door handles, light switches, window catches, tables, chair backs 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 hall cleaner between hirings. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. Pictures removed from lobby area to reduce amount of cleaning needed and placed in committee room (1.08.20)	All chairs will be removed from the hall and stored in the storage area. A volunteer will put out the number of chairs and tables required for a particular booking in advance. After event has taken place hirer will be asked to leave furniture in situ. Volunteer will return and place items used in the committee room for a minimum of 72 hours. Disposable gloves provided by the hall to be used when undertaking this task. Curtains to be left in situ but hirer to wear disposable gloves provided when touching the cords to open or

			close curtains. Cords to be cleaned regularly by hall cleaner.
Upholstered seating	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	All chairs will be removed from the hall and only those needed for a particular hiring will be made available and then quarantined – see note above. Anyone moving chairs / tables should wear the disposable gloves provided.	Check supply of disposal gloves on a regular basis
Stage	Curtains	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them.	Screen curtains to remain in situ. Staging can be moved if/when required
Store cupboard (in lobby area)	Door handles, light switches	Public access unlikely to be required. Hirer will need access for heaters and outside lights. Cleaner to clean area between each hiring	Cleaning materials to be put in one central place - possibly the committee room
Storage Room (furniture / equipment) off main Hall	Social distancing more difficult Door handles, light and heating switches. Area to be used as the isolation area if someone using the hall becomes unwell	Cleaner or volunteer to remove and clean equipment needed for a particular hire to minimise the need for the hirer to go into this area. Sign on door to indicate isolation area.	Responsibility of hall volunteer to put quarantined chairs etc back into storage room Check to see if any additional items needed for isolation area (Cath mentioned a bowl?)
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Decision taken to close male / female toilets and only have the disabled toilet available. Door of male / female toilets taped off and sign put up	Ensure soap, paper towels, tissues and toilet paper are regularly replenished (by cleaner). To be actioned by JFB prior to provisional opening date

Committee room / kitchen			These areas will be closed off at the time of the initial re-opening. A full risk assessment of these areas will be undertaken as and when rules about the numbers allowed / social distancing rules change.
Events			Currently no events organised by hall committee are planned. When this situation changes a risk assessment of all aspects of any event planned will be undertaken.

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