

COVID-19 Risk Assessment July 31st, 2020 (based on ACRE document Issue 4 20/07/2020): Version 3

Completed by: Rachael Williams & Pete Woodacre at SVH

| Area or People at Risk | Risk identified | Agreed actions to help manage the risk | Action by whom & by when? |
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| <p>People (committee members, hirers & their group members and contractors) are at risk of contracting COVID-19 from:-</p> <ul style="list-style-type: none"> a) As a result of contamination at the hall on surfaces b) From other persons using the hall at same time or on recent occasions <p>People also provide a big potential risk of being vectors who introduce COVID-19 to our setting.</p> | <p>A number of the committee/hirers/users are classed as vulnerable being over 70 & we need to protect them. If we are expecting committee to perform cleaning tasks, disposal of rubbish, etc. Government advice is still that over 70's should stay home where possible.</p> | <p>Trustees classed vulnerable need to perform low risk roles or be given the option to stay away from the setting– eg. ordering online, communicating with electrician remotely or where not possible, outside</p> <p>Consider providing face masks & gloves (although reviews mixed for both face masks due to cross-contamination issues with touching them and as gloved hands also need washing) should they wish to use them & encourage them</p> <p>We need to be quick to inform all hall users if anyone who has used setting tests positive for Covid-19, whilst maintaining patient confidentiality.</p> | <p>T&C's to ensure SVH are informed within 24hrs. DONE</p> <p>Jane to order face masks, handwash, etc DONE</p> <p>Rachael to order Covid first aid kit: wash bowl, aprons, face shields, etc. DONE</p> <p>Ensure only purchase foot operated bins in the future.</p> <p>Consider sensor taps so no need to touch in future.</p> <p>In the instance that shop-like activities – eg. Post Office, indoor market, fete, etc – are held, face masks must be worn in line with new government guidance. Now a government requirement that face masks should be worn if 2m distance can not be adhered to. Monitor changing face-mask guidance. Rachael/Pete</p> |
| | <p>Committee members performing usual jobs are at increased risk</p> | <p>Should be advised to wash outer clothes & wash hands immediately after performing duties at the hall</p> | <p>E-mail from Chair - DONE</p> |
| | <p>Contractors such as cleaners, electrician, etc need to be protected & we also need to manage these people to ensure they don't bring COVID-19 to our setting</p> | <p>Terms & conditions of hire & also when dealing with contractors to ensure no one with symptoms/who has been in contact with anyone with symptoms/is self-isolating/has had a recent positive test, enters the building.</p> <p>Ensure registers of attendees are held for each hiring session & any contractors</p> | <p>Covid T&C Appendix has been written, reviewed & will be signed by every hirer to include symptom check, bring own sanitiser, maintain full register in line with GDPR guidelines, hirer's responsibility to fulfil Test, Track & Trace obligations especially holding data for 21 days. DONE</p> <p>Include wash clothes advice after attending an event.</p> |
| | <p>People arriving at setting and being unclear of latest guidelines and government advice – especially as message is changing so regularly. Being an additional cause of stress and worry by failing to clearly communicate the committee's</p> | <p>Strict entry protocol for all, with clear stay at home guidance in the event of feeling unwell, showing the main symptoms, etc</p> <p>"Catch it, Bin it, Kill it!" to be clearly communicated to ensure people dispose of tissues correctly. Additional foot operated bins to be put in setting to facilitate safe</p> | <p>Unavoidable signage to be clearly displayed on main entrance & entrance to Main Hall. Examples given in ACRE document Appendices. Display self-certification Appendix C. Rachael/Pete DONE</p> <p>3 or 4 additional foot-operated bins to be purchased. Jane to order.</p> <p>Consider wall-mounting of hand-sanitiser, but with</p> |

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| | <p>expectations of users and also failing to communicate the extensive measures considered to ensure their safety.</p> | <p>tissue disposal. Own tissues to be brought to setting minimising possible cross-contamination of a shared box/pack. Hand sanitiser placed at main door & at door of main hall, but due to the risk of lots of people touching the top of a potentially dirty hand sanitiser bottle, encourage users, especially vulnerable, to bring their own where possible.</p> | <p>notes that it is safer to use your own & communicate this within T&C's so people are informed of this before arriving at the setting. Hand sanitiser needs to be checked regularly.</p> |
| | <p>Surfaces (door handles, light switches, floors, window sills, sinks, toilets, tables, chairs, etc) left unclean after use from previous hirers, posing a cross-contamination risk to users, committee, cleaners, etc</p> | <p>Cleaners to perform a documented daily clean once hall reopens, as well as weekly deep clean. Initially a maximum of one hire per day when hall first reopens to ensure hall is cleaned after each user, and following on the committee will ensure a combination of documented commercial & hirer cleaning to ensure cleaned between each use. Cleaning protocol to be reviewed before we consider more than one hirer per day.</p> | <p>Time of clean to be verified to ensure daily cleaning will take place before first booking each day. Cleaning log to be implemented. DONE Consider Hirer cleaning and log as ACRE Issue 3 Page 7. As of latest guidance, additional floor cleaning will depend on type of activities – eg. not required after yoga/pilates provided toddler gathering does not follow. Individual hirer's responsibility to analyse risk of shared equipment & document hygiene procedures for this.</p> |
| <p>Hirers using setting for tasks considered high risk by government & increasing risk to other users</p> | <p>Risk that hall is used for activities that increase chances of Covid-19 transmission, especially to vulnerable people in over 70 age group, such as table tennis, dance classes, yoga, pilates, that will not be permitted until 25th July & then only with strict controls – see *People respiring contaminated air*. Drama, choir groups & Bridge are not yet permitted.</p> | <p>Hall committee to follow government guidance closely & to become a member of ACRE & use their guidelines to help interpret the requirements for our setting & to provide a framework for the risk assessment process. Consider documenting special requirements for all the high risk groups mentioned previously and agree with hirer before hall is made available to that group..</p> | <p>Pete Woodacre, Chair is keeping up to date with recommendations and informing the committee accordingly. RW & PW will update risk assessment as further guidance is released.</p> |
| <p>Person becomes unwell with Covid-19 symptoms whilst on the premises</p> | <p>Unwell person must be isolated from other users ASAP to reduce risk of transmission</p> | <p>The committee have identified that in such an instance, if the person can not leave the premises immediately, the disabled loo is the quarantine area (as in Appendix L ACRE). The unwell person will be transferred to this area as quickly as</p> | <p>To be formalised within T&C's. A Covid first aid kit including wash bowl, face shield, aprons, gloves, sanitiser, soap & paper towels has been clearly labelled & made available for use in the disabled toilet. DONE</p> |

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| | | possible to await collection. Any person accompanying them should be encouraged to wear PPE provided in the Covid First Aid kit– face shield, face mask, gloves & aprons. Any used tissues or other waste resulting from spillages (eg. vomit) should be double-bagged & retained in setting for 72hrs before being disposed of. Others meeting in the hall should be encouraged to leave the premises & take precautions on returning home – wash hands, wash outer clothes, etc. | |
| Not maintaining a 2m/3 steps distance between users | There are various pinch-points such as entrance halls, toilets and corridors where it is difficult to ensure 2m distance if people try to pass each other Possible issue with certain activities making 2m distance difficult to comply with* | Pinch point areas are covered separately later in this document. The committee have considered the area of each room & therefore the maximum number of seated and stationary people to ensure 2m/3 steps distance is maintained. | To be formalised within T&C's that socially distanced allowances are such when rooms NOT being used for exercise purposes: Cree Room 3.3m x 5.1m, max 4 people positioned in corners of room Blakes Room 4.35m x 6.35m, max 6 people positioned around the perimeter Main Hall 17.5m x 7.25m, max 24 people Kitchen due to the size & nature of activities in this area, the committee have decided the kitchen shall be closed in the short term. Hirers informed in T&C's & extra signage to be used. DONE *In the instance that this is not possible, a risk assessment will need to be agreed with the Committee showing how risk will be mitigated. Government guidance states that if 2m distance can not be adhered to, extra measures must be taken eg. face masks/sitting back to back & 1m absolute minimum. High intensity activities require 3m |
| *People respiring contaminated air | Good ventilation is essential to reduce the risk of virus being transmitted within the air | Wherever possible doors & windows should remain open for the duration that people remain in the hall. For settings such as gyms where indoor exercise occurs, guidance for air extraction & ventilation is complex & the absence of | To be formalised within T&C's. DONE Committee to oversee this particularly when groups first return to the hall to supervise new ways of operating. Government guidance in July confirmed indoor exercise can now take place following section K in ACRE |

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| | | such systems at SVH may mean this prohibits us offering indoor sports options in the short term. | document. Individual hirers to follow government guidance for their specific governing body – Changing facilities will not be available so all hirers to ensure their clients come ready changed for the session, requested in T&C's. DONE Non-cash payments to be encouraged by each hirer. |
| Gatherings of > 30 people in contravention of government size | Activities such as children's parties are | Parents dropping children & waiting | T&C's state that parents & non-participating drivers need to remain in cars & only drop at the door Strict signage on all necessary doors to discourage entry to anyone not directly involved in the class. |
| SPECIFIC AREAS | | | |
| Car Park | Risk of virus transmission if social distancing is not observed as people congregate on arrival at hall. However much more favourable that hall users socialise (albeit at a distance) outside rather than indoors | Hirers to be asked to remind their clients that the risk of gathering starts in the car park & to maintain 2m/3 steps social distancing wherever possible. Encourage spaced car parking to facilitate social distancing. | To be formalised within T&C's. DONE |
| Entrance Door & Main Foyer | Increased risk of transmission if people queue or get too close entering the hall | Consider asking hirers to stagger arrival/departure times. Demarcation on the floor to show 2m distance for queuing purposes. Main foyer is large enough for people to social distance but consider demarcation for walking on left of corridor to facilitate a one way system | To be formalised within T&C's. DONE Demarcation on floor not felt necessary for first hirer since small art class but will be considered for future. Posters to be used in Entrance foyer, toilets and main hall as reminders of new protocols. DONE Parents, chaperones & spectators strictly discouraged within T&C's. |
| Kitchen | Increased risk of transmission if people get too close or from much used kitchen surfaces, taps, etc. | Committee have decided that in the short term, the kitchen will not be open to hirers. Individuals should bring their own water & consumption of food should be discouraged in the short term. | Hirers to be informed. To be formalised within T&C's. |
| Toilets | Increased risk of transmissions if people get too close in the confined space and from touching potentially contaminated surfaces eg. sinks, taps, toilets/urinals, etc Risk of Legionella in water system due to not being used for a period of | Encourage users not to use toilets if at all possible as it is an additional risk. Where this is not practical, a 1 in:1 out policy should be adopted. The committee have considered how to communicate occupancy of the toilet but all solutions (eg. vacant/engaged sign) require people to | Hirers to be informed. To be formalised within T&C's. DONE Taps left to run for at least 5 mins by PW on 09/07/2020 and again on 03/08/2020 to minimise Legionella risk. DONE One in, one out signs for toilets. DONE |

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| | time | touch another potentially contaminated surface. Therefore agreed that since the hall will initially open with reduced group sizes, it is the responsibility of the hirer to ensure max number is not exceeded. | |
| Store Room | <p>Increased risk of transmissions if people get too close in the confined space</p> <p>Chairs, tables, ladders, table tennis tables and other stored equipment may be a vector for virus transmission</p> | <p>A maximum of two people permitted in the store cupboard at any time. Must still observe 2m distancing.</p> <p>Fabric chairs will be removed from circulation for the short term as these are potentially much more difficult to clean. Plastic chairs will be wiped down with alcoholic wipes by hirer after each use & by next hirer before use. May consider allocating specific chairs to specific groups. It will be the responsibility of the hirer to wipe down all other equipment used both before and after use.</p> | <p>Hirers to be informed.</p> <p>To be formalised within T&C's. DONE</p> <p>Alcohol wipes to be sourced for wiping down chairs. Wipes to be located in store room and clearly identified with instructions.</p> <p>Committee to oversee this particularly when groups first return to the hall to supervise new ways of operating.</p> |
| Cree Room | <p>Increased risk of transmission in smaller meeting rooms.</p> <p>In addition to the frequently touched surfaces such as light switches, door handles, etc., soft furnishings such as curtains could also be a vector for viral transmission</p> | <p>Encourage use of main hall where possible as larger spaces have lower risk.</p> <p>Consider asking groups to have one person, perhaps the hirer, responsible for opening doors, windows, etc to reduce the number of people touching surfaces.</p> <p>Cree Room max people = 4. It will be the responsibility of the hirer to ensure this maximum is not exceeded & to manage group size.</p> <p>Hirer must encourage people to remain seated in corners of the room and stationary where possible. People should enter & leave at staggered times. Good ventilation with open windows & doors should be encouraged at all times.</p> | <p>Hirers to be informed.</p> <p>To be formalised within T&C's. DONE</p> <p>Committee to oversee protocols, perhaps on a rota basis, particularly when groups first return to the hall to supervise new ways of operating.</p> |
| Blakes Room | | <p>Encourage use of main hall where possible as larger spaces have lower risk.</p> <p>Consider asking groups to have one person,</p> | |

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| | | <p>perhaps the hirer, responsible for opening doors, windows, etc to reduce the number of people touching surfaces.</p> <p>Blakes Room maximum people = 6. It will be the responsibility of the hirer to ensure this maximum is not exceeded & to manage group size.</p> <p>Hirer must encourage people to remain seated around perimeter of the room and stationary where possible. People should enter & leave at staggered times. Good ventilation with open windows & doors should be encouraged at all times.</p> <p>Avoid touching curtains wherever possible.</p> | |
| Main Hall | Increased risk of transmission if social distancing is not observed | As above but max 24 people | As above |
| Corridors | These are classic pinch-points since they are narrow and therefore dimensions make it difficult to maintain social distancing. | <ol style="list-style-type: none"> 1. Access to toilets which a 1 in: 1 out system will facilitate 2. Demarcation on floor outside toilets in event of a queue 3. Staggered arrivals/departures 4. Blakes Room has separate corridor for entry 5. Keep to left in main foyer | <p>Hirers to be informed.</p> <p>To be formalised within T&C's.</p> <p>Demarcation on floor.</p> <p>Yellow tape required</p> |
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