



Risk Assessment for re-opening of Fernwood Village Hall

Adopted by Fernwood Parish Council on July 20th 2020

This COVID-19 Risk Assessment has been carried out in consultation with Fernwood Parish Council employees (as per HSE guidance).

A key part of the risk assessment has identified “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system, or use signage e.g. engaged/vacant.

Important Note:

This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

(Government guidance for community centres: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>)

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed	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. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given <u>PHE guidance</u> and PPE for use in the event deep cleaning is required.	Daily and weekly checklists for caretaker Checklist/log sheet or users for cleaning at the end of their hire.
Staff, contractors and volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
	<p>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>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>Buy Fogging machine and fog the building every 28 days</p> <p>Provide screen for the office door</p> <p>Talk with staff, trustees and volunteers frequently to see if arrangements are working.</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>
Paths/ patio/exterior areas	<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>People drop tissues.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Caretaker asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</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. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>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>	<p>Pinch points and busy areas: lobby, foyer, corridor, toilets. Mark out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned daily. Hand sanitiser to be provided by hall in foyer, small hall and main hall.</p>	<p>Hand sanitiser needs to be checked daily and topped up. Empty all bins daily. Monitor to assess whether bigger bins required.</p>
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers after use and by caretaker daily. Cushioned chairs with arms are reserved only for those who need them</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.</p>

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	Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed	by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands frequently. Remove all spare chair and equipment that won't be used to minimise cleaning requirements. Remove curtains Hand sanitiser before the exit. Caretaker to clean sound equipment (sockets/amplifier etc) weekly or between uses	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall Caretaker. Only hire when main hall is not available. Caretaker to clean sound equipment (sockets/amplifier etc) weekly or between uses	
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery	Only 2 people in the kitchen at any one time to ensure social distancing, especially for those over 70. Caretaker to clean all areas likely to be used before use. Users to wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, frequently checked and re-stocked as necessary.

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	Kettle/hot water boiler Cooker/Microwave	Hand sanitiser, soap and paper towels to be provided by the hall. Hirers to be encouraged to bring their own Food and Drink. Lock kitchen to minimise unnecessary contact.	
Store cupboards (Caretaker etc)	Social distancing not possible Door handles, light switch	Public access not required. Caretaker to decide frequency of cleaning. Caretaker to clean main store cupboard's frequently used areas daily. Caretaker to clean Mums and Toddlers store cupboard's frequently used areas weekly.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Caretaker to clean equipment required before Hirer to control accessing and stowing equipment to encourage social distancing.	Majority of tables and chairs to be locked away in the container as the reduced numbers mean we won't need them
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 after their session Posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are replenished daily, leaving spare supplies.
Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Caretaker to decide frequency of cleaning.	
Events such as weight loss groups	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For sessions seats to be limited, booked in advance, 2 seats between individuals or households.	See National Rural Touring Forum guidance, Section 2.6

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Users/staff	Unclear responsibilities.	<p>Issue special conditions to all regular users to make it clear who is responsible for what. These are to be signed to confirm acceptance.</p> <p>Each user group to provide a risk assessment for their activity (copied to the Clerk)</p> <p>Hall Risk Assessment to be copied to each regular user</p>	
Key safe/ Padlocks and locks	Area infected by people carrying the virus.	<p>Stay at home guidance if unwell at entrance and in Main Hall and Special Conditions.</p> <p>Caretaker to clean daily</p>	
Payments	Cash payments/chip and pin payments – both have risks to the Clerk as the virus could be passed via the Cash/through contact with the Clerk's phone (personal phone)	Clerk to wear gloves and wash hands after handling cash. Customers to be asked to do a bank transfer rather than paying by card.	

Conclusions

Fernwood Village Hall can be reopened subject to receipt of signed Covid 19 Special Conditions, a suitable risk assessment from the user groups and the government go ahead for the type of use. Clear signage to be in place to explain what is required of users.

Risk Assessments undertaken by Clerk with consultation of the Councillors

July 2020

