**St Hilda’s Church Hall – Covid 19 Risk Assessment – Hall Management Committee**

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| **Area or activity at Risk** | **Risk Identified** | **Actions to mitigate risk** | **Date of completion and notes** |
| **EXTERNAL** |  |  |  |
| **Car Parks/exterior areas** | * Social Distancing is not observed as people congregate before entering premises. * People Smoking in the hall grounds could lead to a potential pinch point for gatherings * Contaminated litter |  High visible signage setting out social distancing message.   Entry Steward to be observant to potential social distancing issues and manage gatherings immediately   Hall User to regularly check car park areas for litter, e.g. disposable gloves, tissues etc. at the end of their session |  Transitory lapses in social distancing in outside areas are less risky.   To consider moving smoking area away from entrance door to a more open area to allow for social distancing.   Litter pickers to wear disposable gloves for protection. |
| **INTERNAL** |  |  |  |
| **Entrance foyer and corridors** |  Possible "pinch points" and busy areas where risk of social distancing is not being observed in a confined area.   Door exit button - high touch points   Internal doors - high touch points   Visitors sitting waiting to attend appointments, classes | * Hand sanitiser to be provided at entrance and exit points with signage requesting use. * High visible signage setting out social distancing message. * Hall user/Entry steward to be observant to potential social distancing issues and manage gatherings immediately.    Touch points to be cleaned regularly.   Remove majority of chairs from the reception areas to limit gathering.   Visitors to be asked to wait outside whilst waiting for their session to start to minimize congestion in reception area. |  Hand sanitiser to be checked daily and replenished immediately - cleaners/caretakers/Entrance steward all responsible for this action.   Signage installed   Designated Covid-19 compliant cleaning products to be used.   Most chairs/tables removed.   Protocols written for Hall Users and Entrance Steward on management of gatherings |
| **Lift** |  Overcrowding will reduce social distancing measures |  Max 1 persons signage to be erected |  Completed |
| **Main Hall**  **And the Gun Room**  **Main Hall**  **And the Gun Room cont…** |  Management of social distancing   Capacity limits to allow for relevant social distancing   Pinch points for group arrival and departures.   Upholstered seating   Tables   Door handles and light switches     Equipment used   Cross contamination on surfaces   Exercise classes present risk of  transmission to respiratory droplets. |  Measure out floor space to ascertain maximum capacity for social distancing   Mark out floor with 2 metre markings for social distancing.   Introduce time gap before each use to allow for more detailed clean. Upholstered chairs to be taken out of service and all plastic chairs to be used.   Introduce clean of all equipment after each use   Introduce cleaning of all high touch spots after each use   Visible social distancing signage as prompt.   Non fire doors to be propped open where possible to reduce "touch points   Windows to be opened to increase air ventilation.   Install wall mounted hand sanitiser with visible signage.   Issue special conditions of use to hirers   Increase social distancing to 3m for exercise activity (Zumba).   Hall Management Committee Chairperson or designated deputy to meet with group leaders to approve risk assessment for group activity. |  Consider one-way system and alternative entrance/exit points for larger groups.   Dependant on type of group - time gap between room use of 15-30 mins to allow for cleaning   Designated Covid-19 compliant cleaning products to be used.   To issue invite to relevant group leaders to meet with Hall Chairperson or designated deputy to discuss safety measures.   Hall User/Group leader to submit own risk assessment prior to recommencement of activity. |
| **Kitchen** |  Management of social distancing   Door handles and light switches   Cross contamination on surfaces   Potential gathering in kitchen space   Cross contamination of kitchen equipment |  Measure out floor space to ascertain maximum capacity for social distancing   Introduce time gap before each use to allow for more detailed clean.   Introduce clean of all equipment after each use   Introduce cleaning of all high touch spots after each use   Visible social distancing signage as prompt   Instruction to users to bring own food, crockery, tea towels etc   Issue special conditions of use to hirers |  Dependant on type of group - time gap between room use of 15-30 mins to allow for cleaning   Designated Covid-19 compliant cleaning products to be used  ** Kitchen facilities to be closed in short term** |
| **Small meeting rooms and offices for casual room hire**  **Small meeting rooms and offices for casual room hire cont…….** |  High touch areas - tables, chairs, doors, light switches   Social distancing more difficult in smaller areas |  Ascertain room capacity for social distancing.   Consider room changes for larger groups.   Introduce time gap before each use to allow for more detailed clean   Introduce clean of all equipment after each use   Introduce cleaning of all high touch spots after each use   Install hand sanitiser station with visible signage in close proximity to relevant rooms.   Non fire doors to be propped open where possible to reduce "touch points"   Windows to be opened to increase air ventilation.   Issue special conditions of use to hall users |  Consider closing some rooms if unable to manage social distancing   Dependant on type of group - time gap between room use of 15-30 mins to allow for cleaning   Designated Covid-19 compliant cleaning products to be used |
| **Corridors, walk ways, stair cases** |  **Stairs Banisters** - high touch point Loss of social distancing   **Corridors** Area wide enough to accommodate single file traffic Doors high touch points |  Increase cleaning of high touch point areas.   Internal doors to be propped open where possible to reduce "touch points |  To consider one-way system for stair cases to upper floors if area becomes an issue for social distancing.   On-going review of any pinch point area and to consider further one way systems. Use external stair entrance to minimize pinch points on landings. |
| **Toilets**  **Toilets cont…..** |  High use area   Social distancing difficult   Surfaces in frequent use - door handles, light switches, toilet flush, toilet seats, toilet roll holders, taps, hand driers |  Control numbers accessing toilets by signage   Increase regularity of cleaning   Implement cleaning standards protocol for cleaning staff.   Ensure soap, sanitisers and toilet paper are regularly replenished.   Use signage and posters to build awareness of hand washing   wall mounted hand sanitisers are in each toilet facility   Keep windows open to increase ventilation   Put up a cleaning schedule in each toilet to demonstrate when toilets were last cleaned. |  Hall user, Cleaning staff, or designated individual to sign, date and sign cleaning schedule in each toilet for each clean |
| **Waste Disposal** |  Potential contamination from storage/disposal of used PPE equipment |  Used PPE - i.e. gloves, aprons, face masks to be placed in a plastic bag and tied when full. Bags to be removed by the hall user after each session.  General waste to be stored for 72 hours and the disposed in general waste containers outside the hall. | Responsibility of the Hall user/group leader to undertake and monitor compliance. |
| **ACTIVITIES/SOCIAL GROUPS** |  |  |  |
| Each activity to be assessed to comply with Welsh Government requirements before re-starting |  Social distancing management - too many people arriving at once.   Room capacity issues - social distancing   Vulnerable people exposed to risks   Cross contamination of touch points   Respiratory transference of virus through singing and raised voices   Respiratory transference of virus through exercise activities   Compliance with Covid 19 measures by group/activity participants   Use of kitchen facilities as a gathering point and high touch area |  Set room capacity limitations to comply with social distancing   Agree limits on participant numbers   Hall user to nominate an individual to monitor control measures during sessions.   Detailed clean after each event to include all touch points (15-30mins between each activity to allow for deep clean.   Mitigate risk of droplet transference by restricting noise related activities i.e singing, brass bands.   Mitigate risk of droplet transference by restricting exercise style class related activities i.e. keep fit, dancing etc   Issue "Hirer" Covid-19 special conditions.   Encourage use of face masks for participants considered vulnerable.   Hall Users to be fully briefed on risk assessment measures and role protocols  **Kitchen Closed for the foreseeable future** |  To review each activity booking to consider if Covid-19 secure.   To consider which groups/events are considered safe.   To detail a risk assessment for each activity considered at risk.  Issue "Hirer special conditions of hire"   Hirer to submit own risk assessment to the Hall Management Committee prior to recommencement of activity.   To regularly review Welsh Government guidance on safe opening for community centres and update risk measures where necessary. |
| **GENERAL RISKS** |  |  |  |
| Spread of COVID 19 - Hygiene and Cleanliness |  Transmission to others by one to one interaction   Transmission to others by surface contact   Someone falls ill with COVID 19 symptoms   Implement a visitors book to record details of all session participants, hall users to facilitate NHS test and trace functions | Introduce cleaning work standards procedures and increase regularity of cleaning   Implement symptom notification procedures   Increase provision of hand sanitisers and hand washing notices  In the event of positive notification of COVID 19 within the centre - implement procedures - see appendices |  Members of the Hall Management Team or designated deputies to spot check visitors book to ensure compliance for NHS Contact and Trace |
| **First Aid Provisions** | * Potential risk of close contact working for first aiders * Limited access to First Aid Kit |  First aiders to refer to First Aid Covid-19 protocols  Relocate first Aid Kit to reception area desk. |  |
| **Fire Evacuation procedures** |  Reduced social gathering at fire evacuation assembly points |  Consider additional assembly points Fire Wardens to manage multiple assembly points due to social distancing. |  |
| **Ad Hoc PARTIES/EVENTS** |  High risk area with many issues to be considered |  To draft a detailed risk assessment for event management in compliance with Government guidance |  To regularly review Government guidance on gatherings for events, e.g. weddings, parties etc To be completed once allowable by Welsh Government  **No Ad Hoc events or party bookings being taken at present 31/08/2020** |

**Jim Thompson**

**Hall Treasurer 31/08/2020**