

# BRUSHFORD PARISH HALL

## **COVID-19 Risk Assessment** for re-opening Brushford Village Parish Hall

This COVID-19 Risk Assessment has been carried out in light of all current government advice as at 22<sup>nd</sup> April 2021 and will be updated in light of all forthcoming government advice.

The potential mitigations are in three categories colour coded as follows:

Red: **Actions based on Government advice (i.e. should be considered mandatory)**

Orange: **Actions that are strongly recommended**

Green: **Actions that you might like to consider**

| Area or people at risk   | Risk identified  | Actions to take to mitigate risk  | Insert date completed and any notes   |
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| <p><b>Trustees/ Hirer /contractors/ volunteers</b></p> <p>Identify what work activity or situations might cause transmission of the virus and likelihood Trustees could be exposed</p> | <p>Cleaning surfaces infected by people carrying the virus. 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><b>'Stay at home guidance if unwell' at entrance and in MainHall.</b></p> <p><b>Hirers responsible for leaving premises clean and tidy provide own protective overalls and gloves. Contractors provide their own.</b></p> <p><b>Hirers to advise their volunteers to wash outer clothes after cleaning duties.</b></p> <p><b>Follow PHE guidance and PPE if deep cleaning is required.</b></p> | <p>Hirers 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>Cleaning Contractors to have a copy of the Risk Assessment.</p>  |
| <p><b>Trustees/Hirer/ volunteers</b></p> <p>Consider who could be at risk and likelihood Trustees/Hirers/ volunteers/could be exposed.</p>   | <p>Trustees/Hirers/ volunteers who are either extremely vulnerable or over 70.</p> <p>Hirers/contractors/ 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><b>Discuss situation with 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.</b></p>   | <p>Trustees/Hirers/Cleaning Contractor/volunteers will need to be warned immediately if someone who has been on the premises has tested positive for COVID-19. Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>Contact:<br/>enquiries@brushfordparishhall.org.uk<br/>COVID safe area is: The Carnarvon Room. (Meeting Room).</p> |

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|  |   |   | It is important people know they can raise concerns.  |
| <p>Social distancing requirements and limit on group sizes of 6 or 2 households.</p> <p>Risk to hirers/event organisers and to those attending the hall</p> <p>Confusion among hirers.</p> | <p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of <math>\leq 6</math>.</p> | <p><b>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</b></p> <p><b>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</b></p> | <p>Event organisers are not expected to ask about people's domestic arrangements. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p> |
| <p>Car park/paths patio/exterior areas</p>   | <p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking for 40 cars, need to maintain social distancing.</p> <p>People drop tissues.</p>   | <p><b>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</b></p> <p><b>Hirer and / or Trustees asked to check the area outside doors for rubbish which might be contaminated, e.g. tissues.</b></p> <p><b>Wear plastic gloves and remove.</b></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. A sign will be put up to remind people to keep 2 metres apart.</p> <p>Remind people not to litter and maintain bins outside. One public and BPH bins.</p>            |
| <p>Entrance / lobby / corridors</p>  | <p>Possible "pinch points" and busy areas where risk of social distancing is not observed in a confined area.</p>   | <p><b>Identify "pinchpoints" and busy area.</b></p> <p><b>2 metre marked out area in porch and lobby.</b></p>   | <p>Hand sanitiser regularly checked and topped up by Cleaner or volunteers.</p>   |

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|           | Door handles, light switches in frequent use.   | <p><b>Clearly signed One-way system to enter and leave premises in place.</b></p> <p><b>Door handles and light switches to be cleaned regularly.</b></p> <p><b>Handsanitiser available on entry.</b></p>   | <p>Indicate one-way system by signage and arrow markings.</p> <p>Provision of bins in entrance hall, and each meeting room. Empty regularly.</p> <p>Hirer to check sanitiser and bins. The wearing of masks is mandatory except when eating/drinking or for exemptions like exercise.</p> |
| Main Hall | <p>Door handles, light switches, window catches, tables, piano, chair backs/arms, in frequent use.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed.</p> | <p><b>Door handles, light switches, window catches, tables, chairs, piano, and other equipment used to be cleaned by hirers, before and after use.</b></p> <p><b>Social distancing guidance to be observed by Hirers in arranging their activities, i.e. group size limited to 6, although more than 6 can attend with 2M between each group.</b></p> <p><b>Hirers to be encouraged to wash hands regularly.</b></p> | <p>Hirers to clean after each use. Chairs that have been used should be left stacked at the end of the hall. Tables should be returned to the Carnarvon Room.</p> <p>The wearing of masks is mandatory except when eating/drinking or exercising.</p>                                     |
|           |   |  | <p>Provide hand sanitiser.</p> <p>Signs to be put up to remind people to sanitise their hands before touching the curtains. Suggest drawing curtain wearing gloves.</p>   |

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|                               |  |   | Under Tier 2 rules from 2nd December 2020 no social mixing except for single households.  |
| Upholstered Seating           | Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Plastic and metal parts can be cleaned and are more likely to be touched when moving them. i.e. more frequently..  | <b>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</b>   | Use only black plastic chairs stacked at the end of hall. Clean and replace after use.<br><br>Use of red fabric covered chairs in the end storeroom is not allowed.                             |
| Carnarvon Room (Meeting Room) | Social distancing more difficult in smaller areas.<br>Door and window handles, light switches, tables, and chairs.<br>Mask wearing mandatory.  | <b>Recommend hirers hire larger meeting spaces and avoid use of small rooms. Surfaces and equipment to be cleaned by hirers before and after use.</b>   | Use of Carnarvon room for small groups only to maintain 2 m distance. Ventilate rooms well!   |
| Kitchen                       | Social distancing more difficult. Door and window handles, light switches, working surfaces, double drainer sink, cupboards/drawer handles, microwave, 2 ovens, warming cupboard, hot water boiler, fridge, dishwasher<br>crockery/cutlery, kettle, teapots, milk and water jugs.<br>Mask wearing mandatory. | <b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b><br><br><b>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b><br><b>Hirer to bring own tea towels.</b> | Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.<br><br>Masks to be worn always. |

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|             |  | <p><b>Hand Sanitizer, soap and paper towels to be provided.</b></p> <p><b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b></p>   |  |
| Store rooms | <p>Social distancing more difficult.<br/>Mask wearing mandatory.<br/>Door handles, light switches.<br/>Relocating of sports equipment stored for use in Main Hall.</p> | <p><b>Hirer responsible for arranging the cleaning of equipment before and after use.</b></p> <p><b>Hirer to control accessing and stowing equipment to encourage social distancing.</b></p> <p><b>Public access is likely to be reduced.</b></p> | <p>Masks to be worn always. One person at a time?</p>  |
| Toilets - 3 | <p>Social distancing more difficult.<br/>Mask wearing mandatory.<br/>Surfaces in frequent use: door handles, light switches, mirrors, plus all sanitary ware.</p>      | <p><b>Signage to indicate one in / one out, for ladies gents, and disabled toilet.</b><br/><b>Hirers to ensure cleanliness of all surfaces before and after use of premises.</b></p>  | <p>Cleaner to ensure soap, paper towels, tissues and toilet paper are regularly replenished. Supply notices, antibacterial wipes and bins.<br/>One person in and one person out.</p> <p>Masks to be worn always.</p> |
| Boiler room | <p>Door handle, light switch, social</p>   | <p><b>Public access unlikely.</b></p>   | <p>Located in Storeroom. See above.</p>  |

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|               | distancing not possible.  | <b>Cleaning contractors to decide frequency of cleaning.</b>   |   |
| Defibrillator |   |  | Use masks / gloves  |
| Oil tank      | Checking of levels  | Wear plastic gloves.   | Automatic level viewer in private store. Access by Trustees.  |
| Events        | Handling cash and tickets.<br>Too many people arrive.   | <b>Organisers arrange online systems and cashless payments as far as possible.</b><br><b>Cash payments/donations to be handled by one individual wearing gloves.</b> | Tickets to be pre purchased<br>Cash to be handled using gloves.<br><br>Card machine for BPH events / fundraising. |
| Funeral wake  | "Pinch points" in the porch/lobby area on arrival.<br>Toilet provision.<br>Kitchen provision. | Observe good signage on arrival.<br>Keep 2M distance.<br>Mourners and catering staff to wear masks when not eating/drinking.<br>Note RA for toilets and kitchen.     | Maximum of 30 people.   |
| Wedding party |   | Observe good signage on arrival.<br>Keep 2M distance.<br>Wedding guests to wear masks when not eating/drinking   | Maximum of 15 people  |
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