

GRUNDISBURGH VILLAGE HALL
COVID-19 Risk Assessment

Prepared/Reviewed by John Talbot/Bryan Laxton on 14 October 2020 & 16 December 2020

Approved by Grundisburgh Village Hall Management Committee on 21 October 2020

Next review due 20 January 2021

Note – Actions in italics and marked * below will be discharged through or reflected in specific provisions {signified by a number enclosed within braces} in new COVID-19 Supplementary Hire Conditions on Hirers/Users.

#	What is the risk?	What can go wrong? How? Who might be affected?	What have we done/what are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Date done
(1)	Levels of accountability and responsibility are unclear to Trustees, Grundisburgh Village Hall Management Committee (GVHMC), the Bookings Secretary (BS) and hirers	Trustees, Committee Members, Booking Secretary and volunteers make decisions about re-opening buildings/re-starting activities without sufficiently careful consideration of risk and responsibility	1) Trustees are keeping up-to-date with Government guidance, advice and legislation as it changes		Trustees		Ongoing
			2) Trustees are working with GVHMC to decide when it is appropriate to re-open the building.		Trustees		Ongoing
			3) Need for re-opening has been established via approaches from regular hirers to several GVHMC members		BL/JT/RP		18/09/20
			4) COVID-19 introduced as standing item at trustee meetings		BL		21/10/20
			5) JT designated trustee for COVID security (see note 1 below)		Trustees		21/10/20
				6) Bookings Secretary to email/write to hirers to ensure they are aware of their need to produce a written COVID risk assessment of their activities	MS	As necessary	
			7) <i>Supplementary condition of hire to be introduced requiring signed statement by hirer that he/she has completed a COVID-19 risk assessment*{6}</i>		JT		14/10/20
			8) Trustees have ascertained from insurers that building remains covered and no extra measures are required		RP		21/10/20
			9) Trustees consider this risk assessment and whether all appropriate actions have been taken before deciding to re-open the village hall		Trustees		21/10/20 & 21/12/20
(2)	The building is not in a fit state to open after a long period of being closed.	Electrical systems may not work	10) Electrical systems switched on and checked – all OK		RP		11/09/20
		There may be significant dust/mould	11) Presence of dust and mould checked – none visible		RP		21/09/20

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		presenting an unpleasant environment.	12) Building thoroughly aired and now being ventilated each week		RP		21/09/20 +ongoing
			13) Carry out deep cleaning		RP		14/12/20
			14) Fix notice, confirming deep clean, in prominent location		RP		17/12/20
		Users might contract Legionnaires (or other) disease from bacteria in water systems.	15) Water run from all hot and cold taps and other outlets for at least five minutes to ensure the water system has been thoroughly flushed (no concerns raised)		RP		11/09/20
		The hall may have fabric issues.	16) Building condition and security checked (no issues)		RP		11/09/20
			17) Damage to access and ventilation points checked (none)		RP		11/09/20
			18) Signs of trespassing checked (none)		RP		11/09/20
(3)	Building users do not understand the need for the village hall to operate in a new way	Hirers and their group members, other hall users and volunteers do not follow new ways of working and gathering, potentially transmitting the virus.		19) Establish and communicate new practices and ways of working clearly and succinctly to all users of the building	RP/MS	As necessary	
			20) <i>Emphasise to hirers and users that there are no exceptions to the new practices and ways of working*</i>		JT		14/10/20
			21) Supplement communication to hirers and users on new practices/ways of working with <ul style="list-style-type: none"> signage within the building updates on the village hall website 		RP/JT		16/10/20
				22) Send regular reminders of new ways of working to hirers and any other hall users and highlight any changes as these are made	RP/MS	As necessary	
				23) Explain what has been done by the Management Committee and publish	BL	22/12/20	

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				this risk assessment on the village hall website			
			24) Set out clear requirements of hirers and hall users in new COVID-19 Supplementary Hire Conditions (to include points marked * in this risk assessment)		JT		14/10/20
				25) Ensure an undertaking to follow these new supplementary conditions is signed by each hirer before hall is made available to him/her	MS	As necessary	
(4)	Social distancing not observed in external area of village hall (eg car park).	People may get too close to each other and potentially transmit the virus when entering or exiting the property.	26) Put markings in place both to direct people to entrance and also to stop exit being used by people arriving (creation of 1 way system)		RP		07/12/20
			27) Put in place external signage to remind people about social distancing and Government legislation/guidelines for England		RP		07/12/20
			28) Discussions with builders about appropriate product to mark 2m distancing area outside entrance		RP		07/12/20
			29) Purchase product and mark area		JT		16/12/20
(5)	Airborne transmission of coronavirus within hall	Transmission of the virus between people within the same space without having physical contact	30) Maximum number of people who can be safely accommodated in hall (to enable adequate social distancing) and therefore permitted at each event considered and specified (at 20) (See note 2)		JT/RP		23/09/20
			31) Make hirers aware of, and encourage compliance with, current limits on gatherings {7}*		JT		14/10/20
			32) Movement of people throughout the hall planned and managed (note 2)		RP		21/09/20
			33) One-way system within hall planned (using north fire exit)		RP		21/09/20

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			34) Establish good ventilation by requiring windows to be open {12}* 35) Tasks rearranged to enable them to be done by one person, or by maintaining social distancing measures (2m, or 1m with mitigation) 36) Require people to enter and leave the building one household at a time{10}* 37) Establish emergency exit as a normal exit (to enable 1-way entrance/exit system){10}* 38) Signage purchased to facilitate maintenance of 2m minimum distance between people 39) Deploy signage and mark floor (on hire by hire basis if necessary) to indicate positions of chairs to attain adequate social distancing 40) Notice explaining COVID-19 symptoms (www.nhs.uk/conditions/coronavirus-COVID-19/symptoms/) purchased 41) Place symptoms notice at entrance 42) Prohibit users from hall if they have symptoms of COVID-19 {3}* 43) Require Hirers/users to send home anyone who has any COVID-19 symptom {20}* 44) Display current guidance/requirements on self-isolation and 2m distancing 45) Require all users to follow government guidance and legislation on face coverings {13}*		JT RP JT JT RP JT RP JT JT JT		14/10/20 11/09/20 14/10/20 14/10/20 11/09/20 04/11/20 21/09/20 04/11/20 14/10/20 14/10/20 16/12/20 14/10/20
(6)	Surface transmission of coronavirus within hall	Transmission of the virus between people within the same space	46) Facilities provided to allow everyone to cleanse their hands using sanitiser (minimum 60% alcohol based) when entering and leaving hall		RP		11/09/20

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		without having physical contact	47) Signage/guidance on appropriate cleaning and hand washing hygiene purchased		RP		21/09/20
			48) Deploy signage on hand washing hygiene		JT		16/12/20
			49) <i>Require everyone to wash or sanitise their hands upon entering the building {9}*</i>		JT		14/10/20
			50) <i>Require hirers to allow regular breaks to wash hands {9}*</i>		JT		14/10/20
			51) New rigorous cleaning regime devised for action after each event in addition to cleaning required of hirers (Note 3)		RP		21/09/20
			52) Write down cleaning and operational procedures and sign off by Operations Manager		RP		14/10/20
				53) <i>Contact hirers to agree how cleaning will be done before, during and after use, reinforced by hire condition {11}*</i>	MS	As necessary	
			54) Provision in hall of extra waste bin and supply of disposable bin liners		RP		21/09/20
			55) Make cleaning materials readily available and visible in special container		RP		07/12/20
			56) Implement cleaning rota at entrance with signed details of last cleaning (hirer to check on opening hall prior to each use)		JT		16/12/20
(7)	Contamination from the use of toilets	Virus transmission from touching toilet surfaces, towels and fixtures	57) Toilets cleaned before each hire and confirmation of this visible at entrance		RP/MS		Existing Practice
			58) Sufficient soap in all toilets checked and replenished as necessary prior to each hire/use		RP/MS		Existing Practice
			59) Disposable towels provided for drying hands		RP/MS		Existing Practice

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			60) Bins in toilets emptied after each event		RP/MS		Existing Practice
			61) Urinals to be screened off		RP/JT		03/11/20
			62) <i>Require access to toilet areas through one-way system (ie, via new hall exit/circling around outside building/re-entering lobby via entrance) {10}*</i>		JT		14/10/20
			63) Notices requiring hand hygiene purchased		RP		21/09/20
			64) <i>Deploy notices requiring hand hygiene {9}*</i>		JT		16/12/20
(8)	Use of equipment in the village hall.	Transmission of the virus from sharing equipment in the village hall.	65) Non-essential equipment identified		RP/JT		11/09/20
			66) <i>Out of bounds areas designated (urinals, stage, kitchen and storerooms) and prohibited {18}</i>		RP/JT		14/10/20
			67) Locks/keys for kitchen and back storeroom replaced to reinforce security		RP		21/09/20
			68) Non-essential equipment (except piano) moved to locked cupboards, storerooms or out of bounds areas		RP		23/09/20
			69) Move piano to back storeroom		RP/JT		03/11/20
			70) <i>Prohibit use of kitchens and storerooms, reinforcing by locking them {18}*</i>		RP/JT		14/10/20
			71) Essential equipment assessed for risks to user(s)		RP		21/09/20
			72) Routine established for cleaning essential equipment (used by more than one person) between uses		RP/MS		21/09/20
			73) Existing prepayment gas meter bypassed by gas supplier (see note 4)		RP		17/10/20
			74) Revise hire fees to include heating costs		RP		14/10/20
			75) Reduce operational number of chairs to 20 with remainder to be stored together with all small tables on stage (out of bounds)		RP/JT		03/11/20

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			76) Chairs divided into "used" and "unused" stack with procedure (including cleaning with special spray (purchased)) established for use {15}* (see note 5)		RP		21/09/20
			77) Restrict eating/drinking to that permitted by Government legislation/ guidance {16}*		JT		14/10/20
(9)	Contamination from a symptomatic person on site.	Hall users are exposed to someone who could have COVID-19 and transmit the virus.	78) Prohibit anyone displaying symptoms from using the hall {20}* 79) Arrangements for keeping securely an accurate record of all hirers have been reviewed (revision not necessary) 80) Require hirers to keep securely an accurate record of all people attending each of their events for 21 days afterwards (to assist the NHS test and trace service.) {2}*		JT RP/MS JT		14/10/20 11/09/20 14/10/20
(10)	Cleaning hall after known exposure to someone with COVID-19 symptoms.	Possible transmission of the virus to cleaners, hall users, contractors or volunteers.	81) Require hirers to inform Bookings Secretary of any such exposure {20}* 	82) close the village hall for 72 hours with no access permitted	JT		14/10/20 As necessary

Notes:

- (1) Trustee responsible for Covid-19 security to monitor guidance/legislation, update hire conditions and communicate to Bookings Secretary as necessary
- (2) Considerations – total floorspace, likely pinch points and busy areas (entrance/exit)
- (3) Cleaning regime - particular attention to be paid to entry and exit points, taps and washing facilities, toilet flush and seats, door handles, window catches, tables, chair arms. Upholstered/fabric parts of chairs to be treated with special cleaning fluid. Outside area (car park) to be checked for rubbish and litter (eg, dropped tissues). Cleaner to wear disposable plastic gloves. Cleaner's overalls to be placed in (disposable) bag and washed at >60C after each clean as soon as possible.
- (4) Thus avoiding need to enter north storeroom to deposit coins in gas meter.
- (5) Hirers to take chairs from unused stack and deposit after use on used stack. Used chairs to be cleaned as above (note 3). Procedure to be embedded in Supplementary Hire Conditions.

KEY

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