**GRUNDISBURGH VILLAGE HALL**

 **COVID-19 Risk Assessment**

**Prepared/Reviewed by John Talbot/Bryan Laxton on 14 October 2020 and 10 May 2021**

**Approved by Grundisburgh Village Hall Management Committee on 21 October 2020**

**Next review due 14 June 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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 activites without sufficiently careful consideration of risk and responsibility | 1. Trustees are keeping up-to-date with Government guidance, advice and legislation as it changes, including progress on Government roadmap
 |  | Trustees |  | Ongoing |
| 1. Trustees are working with GVHMC to decide when it is appropriate to re-open the building
 |  | Trustees |  | Ongoing |
| 1. Need for re-opening has been established via approaches from regular hirers to several GVHMC members
 |  | BL/JT/RP |  | 18/09/20 |
| 1. COVID-19 introduced as standing item at trustee meetings
 |  | BL |  | 21/10/20 |
| 1. JT designated trustee for COVID security (see note 1 below)
 |  | Trustees |  | 21/10/20 |
|  | 1. 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 |  |
| 1. *Supplementary condition of hire to be introduced requiring signed statement by hirer that he/she has completed a COVID-19 risk assessment\*{6}*
 |  | JT |  | 14/10/20 |
| 1. Trustees have ascertained from insurers that building remains covered and no extra measures are required
 |  | RP |  | 21/10/20 |
| 1. Trustees consider this risk assessment and whether all appropriate actions have been taken before deciding to re-open the village hall
 |  | Trustees |  | 21/10/2021/12/20&10/05/21 |
|  | The building is not in a fit state to open after a long period of being closed. | Electrical systems may not work | 1. Electrical systems switched on and checked weekly – all OK
 |  | RP |  | 11/09/20 +ongoing |
| There may be significant dust/mould presenting an unpleasant environment. | 1. Presence of dust and mould checked weekly – none visible
 |  | RP |  | 11/09/20+ongoing |
| 1. Building thoroughly aired and ventilated weekly
 |  | RP |  | 21/09/20+ongoing |
| 1. Deep cleaning carried out
 |  | RP |  | 14/12/20 |
| 1. Water run from all hot and cold taps and other outlets for at least five minutes each week to ensure the water system has been thoroughly flushed (no concerns raised)
 |  | RP |  | 11/09/20+ongoing |
| Users might contract Legionnaires disease from bacteria in water systems. | 1. Building condition and security checked weekly (no issues)
 |  | RP |  | 11/09/20+ongoing |
| The hall may have fabric issues. | 1. Damage to access and ventilation points checked weekly (none)
 |  | RP |  | 11/09/20+ongoing |
| 1. Signs of trespassing checked weekly (none)
 |  | RP |  | 11/09/20+ongoing |
|  | 1. Establish and communicate new practices and ways of working clearly and succinctly to all users of the building
 | RP/MS | As necessary |  |
|  | 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. | 1. *Emphasise to hirers and users that there are no exceptions to the new practices and ways of working\**
 |  | JT |  | 14/10/20 |
| 1. Supplement communication to hirers and users on new practices/ways of working with
* signage within the building
* updates on the village hall website
 |  | RP/JT |  | 16/10/20 |
|  | 1. 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 |  |
| 1. Explain what has been done by the Management Committee and publish this risk assessment on the village hall website
 |  | BL |  | 22/12/20 |
| 1. *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 |
|  | 1. 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 |  |
| 1. 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 |
|  | 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. | 1. Put in place external signage to remind people about social distancing and Government legislation/guidelines for England
 |  | RP |  | 07/12/20 |
| 1. Discussions with builders about appropriate product to mark 2m distancing area outside entrance
 |  | RP |  | 07/12/20 |
| 1. Purchase product and mark area
 |  | JT |  | 16/12/20 |
| 1. 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 |
|  | Airborne transmission of coronavirus within hall | Transmission of the virus between people within the same space without having physical contact | 1. *Make hirers aware of, and encourage compliance with, current limits on gatherings {7}\**
 |  | JT |  | 14/10/20 |
| 1. Movement of people throughout the hall planned and managed (note 2)
 |  | RP |  | 21/09/20 |
| 1. One-way system within hall planned (using north fire exit)
 |  | RP |  | 21/09/20 |
| 1. *Establish good ventilation by requiring windows to be open {12}\**
 |  | JT |  | 14/10/20 |
| 1. Tasks rearranged to enable them to be done by one person, or by maintaining social distancing measures (2m, or 1m with mitigation)
 |  | RP |  | 11/09/20 |
| 1. *Require people to enter and leave the building one household at a time{10}\**
 |  | JT |  | 14/10/20 |
| 1. *Establish emergency exit as a normal exit (to enable 1-way entrance/exit system){10}\**
 |  | JT |  | 14/10/20 |
| 1. Signage purchased to facilitate maintenance of 2m minimum distance between people
 |  | RP |  | 11/09/20 |
| 1. *Deploy signage and mark floor (on hire by hire basis if necessary) to indicate positions of chairs to attain adequate social distancing*
 |  | JT |  | 04/11/20 |
| 1. Notice explaining COVID-19 symptoms ([www.nhs.uk/conditions/ coronavirus-COVID-19/symptoms/](http://www.nhs.uk/conditions/%20coronavirus-COVID-19/symptoms/) ) purchased
 |  | RP |  | 21/09/20 |
| 1. Place symptoms notice at entrance
 |  | RP |  | 04/11/20 |
| 1. *Prohibit users from hall if they have symptoms of COVID-19 {3}\**
 |  | JT |  | 14/10/20 |
| 1. *Require Hirers/users to send home anyone who has any COVID-19 symptom {20}\**
 |  | JT |  | 14/10/20 |
| 1. Display current guidance/requirements on self-isolation and 2m distancing
 |  | JT |  | 16/12/20 |
| 1. *Require all users to follow government guidance and legislation on face coverings {13}\**
 |  | JT |  | 14/10/20 |
| 1. Facilities provided to allow everyone to cleanse their hands using sanitiser (minimum 60% alcohol based) when entering and leaving hall
 |  | RP |  | 11/09/20 |
|  | Surface transmission of coronavirus within hall | Transmission of the virus between people within the same space without having physical contact | 1. Signage/guidance on appropriate cleaning and hand washing hygiene purchased
 |  | RP |  | 21/09/20 |
| 1. Deploy signage on hand washing hygiene
 |  | JT |  | 16/12/20 |
| 1. *Require everyone to wash or sanitise their hands upon entering the building {9}\**
 |  | JT |  | 14/10/20 |
| 1. *Require hirers to allow regular breaks to wash hands {9}\**
 |  | JT |  | 14/10/20 |
| 1. New rigorous cleaning regimedevised for action after each event in addition to cleaning required of hirers (Note 3)
 |  | RP |  | 21/09/20 |
| 1. Write down cleaning and operational procedures and sign off by Operations Manager
 |  | RP |  | 14/10/20 |
|  | 1. *Contact hirers to agree how cleaning will be done before, during and after use, reinforced by hire condition {11}\**
 | MS | As necessary |  |
| 1. Provision in hall of extra waste bin and supply of disposable bin liners
 |  | RP |  | 21/09/20 |
| 1. Make cleaning materials readily available and visible in special container
 |  | RP |  | 07/12/20 |
| 1. 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 |
| 1. Toilets cleaned before each hire and confirmation of this visible at entrance
 |  | RP/MS |  | Existing Practice |
|  | Contamination from the use of toilets | Virus transmission from touching toilet surfaces, towels and fixtures | 1. Sufficient soap in all toilets checked and replenished as necessary prior to each hire/use
 |  | RP/MS |  | Existing Practice |
| 1. Disposable towels provided for drying hands
 |  | RP/MS |  | Existing Practice |
| 1. Bins in toilets emptied after each event
 |  | RP/MS |  | Existing Practice |
| 1. Urinals to be screened off
 |  | RP/JT |  | 03/11/20 |
| 1. *Require access to toilet areas through one-way system (ie, via new hall exit/circling around outside building/re-entering lobby via entrance) {10}\**
 |  | JT |  | 14/10/20 |
| 1. Notices requiring hand hygiene purchased
 |  | RP |  | 21/09/20 |
| 1. *Deploy notices requiring hand hygiene {9}\**
 |  | JT |  | 16/12/20 |
| 1. Non-essential equipment identified
 |  | RP/JT |  | 11/09/20 |
|  | Use of equipment in the village hall. | Transmission of the virus from sharing equipment in the village hall. | 1. *Out of bounds areas designated (urinals, stage, kitchen and storerooms) and prohibited {18}*
 |  | RP/JT |  | 14/10/20 |
| 1. Locks/keys for kitchen and back storeroom replaced to reinforce security
 |  | RP |  | 21/09/20 |
| 1. Non-essential equipment (except piano) moved to locked cupboards, storerooms or out of bounds areas
 |  | RP |  | 23/09/20 |
| 1. Move piano to back storeroom
 |  | RP/JT |  | 03/11/20 |
| 1. *Prohibit use of kitchens and storerooms, reinforcing by locking them {18}\**
 |  | RP/JT |  | 14/10/20 |
| 1. Essential equipment assessed for risks to user(s)
 |  | RP |  | 21/09/20 |
| 1. Routine established for cleaning essential equipment (used by more than one person) between uses
 |  | RP/MS |  | 21/09/20 |
| 1. Existing prepayment gas meter bypassed by gas supplier (see note 4)
 |  | RP |  | 17/10/20 |
| 1. Revise hire fees to include heating costs
 |  | RP |  | 14/10/20 |
| 1. 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 |
| 1. *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 |
| 1. *Restrict eating/drinking to that permitted by Government legislation/ guidance {16}\**
 |  | JT |  | 14/10/20 |
| 1. *Prohibit anyone displaying symptoms from using the hall {20}\**
 |  | JT |  | 14/10/20 |
|  | Contamination from a symptomatic person on site. | Hall users are exposed to someone who could have COVID-19 and transmit the virus. | 1. Arrangements for keeping securely an accurate record of all hirers have been reviewed (revision not necessary)
 |  | RP/MS |  | 11/09/20 |
| 1. *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*](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)*.) {2}\**
 |  | JT |  | 14/10/20 |
| 1. *Require hirers to inform Bookings Secretary of any such exposure {20}\**
 |  | JT |  | 14/10/20 |
|  | Cleaning hall after known exposure to someone with COVID-19 symptoms. | Possible transmission of the virus to cleaners, hall users, contractors or volunteers. |  | 1. close the village hall for 72 hours with no access permitted
 |  | 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**

RP Richard Pepper

MS Michelle Sanford

JB Judith Bignell

JT John Talbot

BL Bryan Laxton