

HANDCROSS PARISH HALL

POST COVID RISK ASSESSMENT – MARCH 2021

Mandatory actions

Recommended actions

Actions to be considered

Area or people	Risk description	Mitigating actions	Date to be completed	Notes
Cleaner, contractors and volunteers	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Stay at home guidance if unwell at entrance and in Main Hall. Cleaner and volunteer cleaners provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Cleaner and volunteer cleaners advised to wash outer clothes after cleaning duties. Cleaner given PHE guidance and PPE for use in the event deep cleaning is required 	Before Hall Re Opens for public use	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.
Cleaner, contractors and volunteers	<ul style="list-style-type: none"> Cleaner/volunteers who are either extremely vulnerable or over 70. Cleaner, 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. Mental stress from handling the new situation. 	<ul style="list-style-type: none"> Discuss situation with staff/volunteers over 70 to decide if they should not visit the hall for any reason TA to speak with anyone with concerns regularly 	Before Hall Re Opens for public use	<p>Cleaner and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential,</p> <p>It is important people know they can raise concerns.</p>

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Car Park/paths/ exterior areas	<ul style="list-style-type: none"> Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues. 	<ul style="list-style-type: none"> Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove 	Once hall opens	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.
Entrance lobby and kitchen corridor	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Provide signage. 	Before Hall reopens	<p>Hand sanitiser needs to be checked daily by Cleaner.</p> <p>Provide more bins, in entrance hall, Committee room, each backstage room.</p> <p>Cleaner to empty bins regularly.</p>
Main Hall	<ul style="list-style-type: none"> Door handles, light switches, window catches, tables, chair backs and legs. Other equipment used to be cleaned by hirers Soft furnishings which cannot be readily cleaned between uses. Projection equipment. Screen. Window curtains or blinds Displays and notices. Social distancing to be observed 	<ul style="list-style-type: none"> Door handles, light switches, window catches, tables, chairs to be cleaned by cleaner/hirer before each hire Other equipment used to be cleaned by hirers before and after use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly. 	Before and during hires	<p>Training to be provided to cleaner</p> <p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>

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Committee Room	<ul style="list-style-type: none"> Social distancing more difficult in smaller areas Door and window handles, Light switches, Tables, chairs. Floors with carpet tiles less easily cleaned. 	Committee Room not to be used other than as Isolation Room if a hirer is taken ill	Before Hall reopens	<p>Potential hirers to be informed in advance of opening</p> <p>Detailed action notice for isolation room to be posted in committee room</p>
Kitchen	<ul style="list-style-type: none"> Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge Crockery/cutlery Kettle/hot water boiler/Cooker 	<ul style="list-style-type: none"> Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided by Hall Encourage hirers to bring their own Food and Drink for the time being. 	Before and during hires	<p>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 by cleaner.</p> <p>Restrict access to kitchen to 2 people at any one time and only those essential to prepare and serve refreshments</p>
Store cupboards	<ul style="list-style-type: none"> Social distancing not possible Door handles, light switch 	Public access unlikely to be required.		

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Toilets	<ul style="list-style-type: none"> • Social distancing difficult. • Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. • Mirrors 	<ul style="list-style-type: none"> • Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. • Cleaner to clean all surfaces etc before public arrive 	Before and during hires	Cleaner to ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed.
Boiler Room	<ul style="list-style-type: none"> • Door handle, light switch and boiler controls • Social distancing not possible 	<ul style="list-style-type: none"> • No public Access • TA to supervise if engineer required to attend 		
Stage	<ul style="list-style-type: none"> • Curtains • Social distancing • Lighting controls 	<ul style="list-style-type: none"> • Access prohibited to all hirers unless previously discussed • Tie back stage curtains out of reach if hirers are likely to touch them. • Hirer to control access and clean as required. 	Before reopening	
Events and Party Bookings	<ul style="list-style-type: none"> • Handling cash and tickets • Too many people arrive 	<ul style="list-style-type: none"> • Organisers arrange prior ticket payments as far as possible • Cash payments/donations to be handled by one individual wearing gloves. 	Before each hire	Hirers revised T&Cs to draw attention to this

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