**Appendix F**

**Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – June 2020**

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall’s usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

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

* **Red – Actions based on Government advice (i.e. should be considered mandatory) (IE has not changed this, but removed irrelevant areas – i.e. screen for reception, as there is no ‘reception’ area as such)**
* **Orange – Actions that are strongly recommended (IE has not removed these, but made some changes specific to Exwick Community Centre)**
* **Green – Actions that you might like to consider (IE has chosen to incorporate this as good practice)**

| **Area or People at Risk** | **Risk(s) identified** | **Actions to take to mitigate risk** | **Notes** |
| --- | --- | --- | --- |
| Whole Centre**Some users (personnel, contractors) at risk** | Cleaner cleaning surfaces infected by people carrying the virus (medium/high likelihood of exposure)Disposing of rubbish containing tissues and cleaning cloths (medium/high risk of likelihood of exposure)Deep cleaning premises if someone falls ill with CV-19 on the premisesOccasional contractor visits | **Stay at home guidance if unwell at entrance and in Main Hall****Personnel provided with protective overalls and plastic or rubber gloves. Contractors provide their own****Personnel advised to wash outer clothes after cleaning duties****Staff given PHE guidance and PPE for use in the event deep cleaning is required** | Personnel 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 |
| Whole Centre**Some users (personnel) at risk** | Personnel who are either extremely vulnerable or over 70 Personnel carrying out cleaning, caretaking or some internal maintenance tasks could be exposed (high risk) if a person carrying the virus has entered the premises or falls illMental stress from handling the new situation | **Staff in the vulnerable category are advised not to attend work for the time being****Discuss situation with personnel 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****Talk with personnel and Directors regularly to see if arrangements are working** | Personnel will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premisesDetails of a person’s medical condition must be kept confidential, unless personnel agrees it can be sharedIt is important people know they can raise concerns |
| Car Park/external area before entering building **All users (personnel, contractors, hirers) at risk** | Transmission of virus where social distancing is not observed as people congregate before entering the buildingParking area is too congested to allow social distancingPeople drop tissues | **2 meter waiting area marked out with tape outside entrance to encourage care when queueing to enter****Centre personnel to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove****Staggered arrival/departure times for hirers where possible** | 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. |
| Ground floor lobby, staircase, upstairs landing**All users (personnel, contractors, hirers) at risk** | Transmission of virus in confined spaces where social distancing is not observed (or difficult to observe)Door handles, light switches and handrails in frequent use | **All flooring to be taped with 2 meter distancing****Hand sanitiser to be provided by centre. All users to use****Door handles, light switches and handrails to be cleaned regularly****One-way system: all users enter through the normal entrance. Leaving to take place via fire exit in main hall, then via the outside stairs from the patio area. Signage in place to communicate this and hand sanitisier available near fire exit****One-way staircase: users to shout up/down the stairs to check if anyone wants to come in the opposite direction. If so, discuss and agree who comes first and two meters observed at all times. Signage at each end of the staircase to instruct and remind users** | Hand sanitiser needs to be checked daily.Provide more bins, in entrance hall, each meeting room. Empty regularly.  |
| Main Hall**All users (personnel, contractors, hirers) at risk** | Transmission of virus from commonly touched hard surfaces – door handles, light switches, furniture (chairs, tables etc.), windows/curtains, display boardsTransmission of virus from cushioned chairs – soft furnishings which cannot be readily cleaned between use.Transmission of virus when social distancing is not observed | **Door handles, light switches, furniture (chairs, tables etc.), window catches used to be cleaned by hirers before use or by centre cleaning staff – sign-off this has been done. Light switches to be cleaned by cloth, not spray****Cushioned chairs are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves****All flooring to be taped with 2 meter distancing****Social distancing guidance to be observed by hirers in arranging their activities. 2 chairs between each person, people to sit side by side rather than face to face****Hirers to be encouraged to wash hands regularly. Also keep hall well ventilated using fire exit door** | Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves.Provide hand sanitiser.Removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. |
| Meeting Room**All users (personnel, contractors, hirers) at risk** | Transmission of virus as social distancing is more difficult in smaller spacesTransmission of virus from commonly touched hard surfaces – door handles, furniture (chairs, tables etc.), whiteboardFloors with carpet tiles less easily cleaned | **Meeting room will not be available for hire, and strictly prohibited to ‘keep fit’ type activities due to carpeted floor****Door handles, furniture (chairs, tables etc.), window catches used to be cleaned by hirers before use or by centre cleaning staff****Meeting room to be used as ‘isolation room’ if someone falls ill. Hirer and ill person to arrange pick-up of the ill person; ill person to leave building using fire exit in Meeting Room.** **While in the Meeting Room; tissues, a bowl of warm soapy water and paper towels to be provided for hand washing/drying. Tissues and paper towels to be disposed of in a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into general rubbish collection. Other people that have attended the same activity should be asked for contact details and then to leave the premises. The Track and Trace service should be informed** |  |
| Office**Some users (personnel, contractors) at risk** | Transmission of virus as social distancing is more difficult in smaller spacesTransmission of virus from commonly touched hard surfaces – door handles, furniture (chairs, desk, shelves, filing cabinet etc.), stationery, office equipment (printer etc.)Floors with carpet tiles less easily cleanedMultiple personnel may need to access the office | **Surfaces and equipment to be cleaned by cleaning personnel on a periodic basis. Shared equipment (like printer/copier) to be wiped periodically****Centre personnel to work from home as much as possible, to limit time in small office****Where access to the office is required to use stationery, access keys / documents or similar reasons, only one person is to be in it at any given time. One person leaves the office to allow someone else to enter as required****Those entering the office must sanitise their hands after entering the building but before entering the office. They must not touch their mouth, nose or face while in the office. Cough and/or sneeze into sleeve if needed** |  |
| Kitchen/Servery**All users (personnel, contractors, hirers) at risk** | Transmission of virus as social distancing is more difficult in smaller spacesTransmission of virus from commonly touched hard surfaces – door/window handles, light switches, working surfaces, sinks, cupboard drawer handles, fridge, crockery/cutlery, kettle/hot water flask, cooker, microwave | **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****Hirers are encouraged to bring their own food and drink for the time being****Hirers are encouraged to wear face covering as social distancing more difficult in kitchen/servery****Centre to provide paper towels to dry hands****If servery is to be used, hirers to invite people up for refreshments household group by household group** | Cleaning materials to be made available in clearly identified location, e.g. cupboard; regularly checked and re-stocked as necessary.Consider closing kitchen if not required or restricting access.  |
| Boiler Room/Cupboards**Some users (personnel, contractors) at risk** | Transmission of virus as social distancing not possible, some surfaces needing to be touched – e.g. door handle, light switch etc. | **Public access unlikely to be required. Cleaner to decide frequency of cleaning****Contractors needing to access the boiler or anything inside the room to sanitise their hands before and after accessing****Access to kitchen (adjacent to boiler room) to be limited when contractors are onsite. Centre to arrange visits outside of hire times or consult with hirers** |  |
| Ground Floor Storeroom (furniture/equipment)**All users (personnel, contractors, hirers) at risk** | Transmission of virus as social distancing is more difficult, commonly touched surfaces such as door handles in use. Equipment needing to be moved not normally in use | **Hirer to clean equipment required before use****Hirer to control accessing and stowing equipment to encourage social distancing****Personnel and contractors to sanitise their hands before and after accessing****Only one person is to be in it at any given time. One person leaves the room to allow someone else to enter as required. If this is not possible, 2 meter distancing is observed or face masks are worn** | Centre personnel and contractors may need to access electrical components and electricity meter located inside the ground floor storeroom |
| Toilets**All users (personnel, contractors, hirers) at risk** | Transmission of virus as social distancing is more difficult, commonly touched surfaces such as door handles, basins, toilet handles, seats etc. in frequent use.Baby changing and vanity surfaces, mirrors. | **Hirer to clean all surfaces etc. before public arrive unless personnel have pre-cleaned out of hours. Personnel will liaise with hirers re: last cleaned times****Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users****Where possible, signage to be placed instructing users to push open doors using their feet to avoid touching surfaces****Engaged/vacant signage to be placed on doors****Posters to encourage 20-second hand washing****Vanity surfaces and mirrors will be cleaned by Centre personnel periodically; hirers encouraged not to touch such surfaces as far as possible****If hirers need to use baby changing facilities in the GF toilet, they should cover the surface with their own clothing material to prevent any transmission of virus** | Centre to ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed |
| Events**Some users (hirers) at risk** | Transmission of virus from handling cash and ticketsToo many people arrive compromising social distancing and risking transmission of virus | **Organisers arrange online systems and cashless payments as far as possible. Centre has Wi-Fi available to support this****For performances – seats to be limited, booked in advance, 2 seats between individuals or households. Hirers to oversee this****Hirers to keep details of all attendees for 21 days for Test and Trace purposes. This should be kept secure (i.e. password-protected device or locked filing cabinet) to comply with GDPR****Music not to be played at loud volume to reduce risk of droplet transmission if someone needs to speak loudly to be heard** | See National Rural Touring Forum guidance, Section 2.6 |