



Caryford Community Hall Association
A Charitable Incorporated Organisation
Registered charity no: 1192922

COVID SECURE RISK ASSESSMENT

Risks due to Coronavirus and
Measures Required to make Hall Use safe
Revised September 2021

CARYFORD COMMUNITY HALL ASSOCIATION (CCHA) MANAGEMENT COMMITTEE
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INTRODUCTION

This document has been produced in the light of current guidance issued by Government and its advisory body for community halls in England, Action for Communities in Rural England (ACRE) with a view to the reopening of the hall for permitted uses. It complements the hall's existing Health and Safety Risk Assessment. It is the second version, revised in the light of changes to policy and guidance made at the time of the lifting of legal restrictions in July 2021 and our experience of dealing with earlier restrictions.

It records the results of a revised assessment by the Hall Management Committee of the risks due to the coronavirus pandemic and how these may be eliminated or mitigated by a series of measures which we have identified. Some of these changes are for us to implement. Other actions are the responsibility of those organising or attending a session, meeting or function. We have highlighted the Hirer's tasks in yellow, thus. Before agreeing to a hire we will want to be satisfied that organisers understand and fully accept what must be done and that they will take the necessary steps to achieve this. We ask them to read this risk assessment carefully. **The emphasis in this revised assessment is upon the responsibility of the Hirer to make decisions about the safe organisation and running of their activity or function.**

The assessment reflects the differing roles of hall management and hirers. ACRE's current guidance¹ stresses that managers are only responsible for providing an environment and facility where a hirer should be able to organise and run an activity, meeting or function which is Covid Secure. Those running a hall are not expected to risk assess the activity etc. itself even if they were able to do so, which they cannot. However, as we make clear below, we expect a hirer to have undertaken this process and be confident that the activity etc. can be arranged and run safely before agreeing to hire the hall for this purpose. **Responsibility for the decisions which affect how the event is planned and run eg how many can attend, how tables or chairs should be arranged, should use of face coverings be encouraged etc. now rests with the hirer not our Committee.**

We shall continue to monitor and keep under review the assessments and measures detailed below: they will need to be changed or added to in the light of changes to the law, revisions of Government guidance and the further progress of the pandemic. We will also appreciate feedback from hirers as to the practicalities of implementing these changes and with any suggestion(s) for further improving our joint response to the threat posed to all of us by Covid-19.

September 2021

¹ <https://acre.org.uk/cms/resources/re-opening-information-sheet-v.11-july-2021.pdf>

Area or People at Risk	Risk(s) identified	Generic actions to take to mitigate risk	How and when measures implemented
<p>Hall Steward, Committee members, volunteers, hall users and visitors, visiting contractors</p> <p>When in the premises:</p> <ul style="list-style-type: none"> • Attending a meeting, activity or function • Preparing for a meeting, activity or function • When undertaking inspection or maintenance • When undertaking cleaning • When visiting to view premises prior to hire • When collecting mail 	<p>Transmission due to coming into contact with coronavirus when:</p> <ul style="list-style-type: none"> • Touching any surface contaminated with virus • Touching infected person • When cleaning contaminated surface(s) • When disposing of rubbish containing contaminated tissues and/or cleaning cloths • Inhaling airborne virus • Person potentially infected with Covid 19 taken ill when in Hall • Infected person(s) visit Hall and possibly transmit virus to others present who need to be informed of this risk • Hirer does not organise and run activity, meeting or function in compliance with Covid Secure guidance • Hirer brings into Hall equipment or materials which are contaminated with virus 	<ol style="list-style-type: none"> 1. Written Briefing to Regular User Groups on revised arrangements 2. Modifications to Hiring Agreement to require new practices and compliance before Hiring permitted 3. New Posters and Signage 4. Covid-19 Cleaning regime for Hall Steward and Groups hiring (see specific instructions below) 5. Hirer to decide if Social Distancing regime required and max number limits per room hired and used 6. Hirer to inform Booking Secretary of max number expected at event/activity 7. Encouraging increased ventilation 8. Encouraging one way movement through Hall for all large events where attendees will be crowded. 9. Provision of Hand Sanitiser stations, additional cleaning materials and waste bin 10. Briefing to Hall Steward 11. Provision of guidance, PPE and other equipment for managing person taken ill with Covid 12. Hirer to request those attending to register name, email address or phone number in visitors' register or use NHS QR code 13. Requirement that any person who may possibly be infected with virus should not enter building or surrounding area 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.

Area or People at Risk: Specific hazards	Risk identified	Actions to take or required to mitigate risk	How measures implemented
Car Park/paths/ patio/garden areas	Persons become infected with coronavirus due to social distancing not being observed as people congregate before entering premises or when leaving	No specific actions required. Virus is not spread during transient contacts. Those attending large events and standing out of doors are unlikely to pose sufficient risk for any actions.	
Entrance lobby	<p>Persons at increased risk of contact with virus if infected persons are or have been present or have contaminated surfaces or the air:</p> <ul style="list-style-type: none"> • Possible “pinch points” and busy areas where risk that social distancing is not observed in a confined area. • Door handles, light switches in frequent use. • Notice board surface may be contaminated 	<ol style="list-style-type: none"> 1. Committee and Hirers to ask ALL entering to use hand sanitiser 2. Hirer to consider encouraging wearing of face covering if lobby will be crowded at event 3. Require Hirer to wipe before session all door handles and light switches and repeat after session, plus any other surfaces touched. 4. Committee to ensure all notices/posters on display are laminated to permit easy cleaning 5. Committee to erect temporary barrier separating route into hall (on left) from access route to toilets (on right) 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

Area or people at risk: specific hazards	Risk identified	Actions to take or required to mitigate or remove risk	How and when measures implemented
<p>Meeting room or other area used for isolation</p> <p>If free, meeting room may be used as Isolation Area to accommodate anyone who falls ill when in Hall and who cannot leave immediately. If not free hirer to determine space in building where person to be safely isolated from other persons.</p>	<ul style="list-style-type: none"> • Person who is ill may be infectious • Social distancing much more difficult due to smaller area • Increased risk of air and surfaces being infected with virus 	<ol style="list-style-type: none"> 1. If used for this purpose Hirer to decide max number persons permitted in room at any one time 2. Committee provides dedicated Table, chairs, sanitiser, instructions sheet, PPE when person taken ill suspected of being infected with Covid-19 3. Hirer to wipe all surfaces touched after use 4. Hall Steward to clean room (or other space used) as briefed by Booking Secretary 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
<p>Kitchen</p> <p>Room will be entered by those preparing hot drinks/light refreshments for group/party.</p> <p>Users will bring with them their own:</p> <ul style="list-style-type: none"> • Tea, coffee, tea towels, refreshments 	<ul style="list-style-type: none"> • Social distancing much more difficult due to smaller area • Risk of crockery used being infected with virus 	<ol style="list-style-type: none"> 1. Hirer to determine max persons permitted in kitchen at any one time 2. Hirer to wash up any crockery used in hot water after session 3. Hirer to wipe clean all surfaces after use 4. Room to be kept ventilated when in use 	<ol style="list-style-type: none"> 1. 2. 3. 4.

Area at risk: specific hazards	Risks	Actions to take or required to mitigate risk	How and when measures implemented
Disabled Toilet	Virus may be left on door handle, light switch, basin handle, toilet flush handle by person using facility	Hirer to wipe clean door handle, light switch, basin handle, toilet flush handle before and after hire	
Male Toilets	Confined space Virus may be left on surfaces or in air after use	<ol style="list-style-type: none"> 1. Ventilate room by opening window(s) 2. Hirer to wipe clean door plate, light switch, basin handles, toilet flush handle before and after hire 	<ol style="list-style-type: none"> 1. 2.
Female Toilets	Confined space Virus may be left on surfaces or in air after use	<ol style="list-style-type: none"> 1. Ventilate room by opening window(s) 2. Hirer to wipe clean door plate, light switch, basin handles, toilet flush handle before and after hire 	<ol style="list-style-type: none"> 1. 2.
Cleaner's store room and ante room	Confined space	<ol style="list-style-type: none"> 1. Hirer to determine max number of persons at a time in this area 2. If area to be used then all surfaces to be wipe cleaned before and after hiring 	<ol style="list-style-type: none"> 1. 2.