



# COVID SECURE RISK ASSESSMENT

Risks due to Coronavirus and  
Measures Required to make Hall Use safe

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 records the results of an assessment by the 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 and we will do so when their timing requires i.e. before reopening or after hiring activity has resumed (for example, adapting the toilets for single person use). Other actions are the responsibility of those organising or attending a session, meeting or function (for example, wearing face coverings unless exempted from doing so). 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.

The assessment reflects the differing roles of hall management and hirers. ACRE's guidance<sup>1</sup> stresses that managers are 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 will want to be satisfied that a hirer has undertaken this process and is confident that the activity etc. can be undertaken safely before agreeing to hire the hall for this purpose. A revision to our Standard Hiring Conditions will reinforce this requirement.

Society is being required to adapt to an entirely novel disease risk. We are having to do so as what is known of coronavirus changes from day to day. We therefore shall monitor and keep under constant review the assessments and measures detailed below: they may need to be changed or added to in the light of changes to the law, revisions of Government guidance and the progress of the pandemic. We will also appreciate early feedback from hirers as to the practicalities of implementing these changes and with any suggestion(s) for improving our joint response to the threat posed to all of us by Covid-19.

13 August 2020

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<sup>1</sup> Version 4, issued 20 July 2020. <https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-20.7.20-final.pdf>

Area or People at Risk	Risk(s) identified	Generic actions to take to mitigate risk	How and when measures implemented
<p><b>Hall Steward and assistant, Committee members, volunteers, hall users and visitors, visiting contractors</b></p> <p>When in the premises:</p> <ul style="list-style-type: none"> <li>• Attending a meeting, activity or function</li> <li>• Preparing for a meeting, activity or function</li> <li>• When undertaking inspection or maintenance</li> <li>• When undertaking cleaning</li> <li>• When visiting to view premises prior to hire</li> <li>• When collecting mail</li> </ul>	<p>Transmission due to coming into contact with coronavirus when:</p> <ul style="list-style-type: none"> <li>• Touching any surface contaminated with virus</li> <li>• Touching infected person</li> <li>• When cleaning contaminated surface(s)</li> <li>• When disposing of rubbish containing contaminated tissues and/or cleaning cloths</li> <li>• Inhaling airborne virus</li> <li>• Person potentially infected with Covid 19 taken ill when in Hall</li> <li>• Infected person(s) visit Hall and possibly transmit virus to others present who need to be informed of this risk</li> <li>• Hirer does not organise and run activity, meeting or function in compliance with Covid Secure guidance</li> <li>• Hirer brings into Hall equipment or materials which are contaminated with virus</li> </ul>	<ol style="list-style-type: none"> <li>1. Oral Briefing to Regular User Groups</li> <li>2. Modifications to Hiring Agreement to require new practices and compliance before Hiring permitted</li> <li>3. New Posters and Signage</li> <li>4. Covid-19 Cleaning regime for Hall Steward and Groups hiring (see specific instructions below)</li> <li>5. Social Distancing regime and max number limits per room</li> <li>6. Encouraging increased ventilation</li> <li>7. Requiring one way movement through Hall for all hirings</li> <li>8. Provision of Hand Sanitiser stations, additional cleaning materials and waste bin</li> <li>9. Briefing to Hall Steward</li> <li>10. Provision of Isolation Room</li> <li>11. Requirement for hirer to register name, address and phone number of all persons attending meeting, function or activity</li> <li>12. Requirement that any person who may possibly be infected with virus should not enter building or surrounding area</li> <li>13. Requirement that Committee must be satisfied with Hirer's plans for Covid Secure compliance prior to agreeing to hire</li> <li>14. Reminder to wear face covering at all times when in Hall, unless legally exempted</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol>



Area or People at Risk: Specific hazards	Risk identified	Actions to take or required to mitigate risk	How measures implemented
<p><b>Car Park/paths/ patio/garden areas</b></p>	<p>Persons become infected with coronavirus due to:</p> <ul style="list-style-type: none"> <li>• Social distancing is not observed as people congregate before entering premises or when leaving</li> <li>• Person touches gate(s) which has/have virus on surface</li> <li>• Person touches ashtray or letter box which are contaminated</li> </ul>	<ol style="list-style-type: none"> <li>1. Actions to discourage massing of people waiting outside front door:               <ol style="list-style-type: none"> <li>A. Tape between concrete pillars to channel people to "socially distanced waiting area" ie queue</li> <li>B. Notice on front door informing people to stand 2m apart</li> <li>C. Waterproof circular "feet" signs on ground or taped lines to indicate 2m sections of queue</li> </ol> </li> <li>2. Leave gates open</li> <li>3. Require those using ashtray or letter box to wipe touched surfaces.</li> </ol>	<ol style="list-style-type: none"> <li>1.A.</li> <li>1.B.</li> <li>1.C</li> <li>2.</li> <li>3.</li> </ol>
<p><b>Entrance lobby</b></p>	<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"> <li>• Possible "pinch points" and busy areas where risk that social distancing is not observed in a confined area.</li> <li>• Door handles, light switches in frequent use.</li> <li>• Notice board surface may be contaminated</li> </ul>	<ol style="list-style-type: none"> <li>1. No more than 3 persons allowed at any time in foyer</li> <li>2. Require ALL entering to use hand sanitiser</li> <li>3. Require ALL entering to wear face covering unless legally exempted</li> <li>4. Require half door open at all times</li> <li>5. Require Hirer to wipe before session all door handles and light switches and repeat after session, plus any other surfaces touched.</li> <li>6. Ensure all notices/posters on display are laminated to permit easy cleaning</li> <li>7. Erect temporary barrier separating route into hall (on left) from access route to toilets (on right)</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>

Area at risk: specific hazards	Risks	Actions to take or required to mitigate risk	How measures implemented
<p><b>Meeting room</b></p> <p>Must be allocated for use as Isolation Room to accommodate anyone who falls ill when in Hall and who cannot leave immediately.</p>	<ul style="list-style-type: none"> <li>• Social distancing much more difficult due to smaller area</li> <li>• Increased risk of surfaces being infected with virus</li> </ul>	<ol style="list-style-type: none"> <li>1. Room not to be available for hire except by Ansford Academy and only when Main Hall is not booked for use</li> <li>2. Max of 4 persons permitted in room at any one time</li> <li>3. Use as isolation room and provision of Table, chairs, sanitiser, instructions sheet for person taken ill suspected of being infected with Covid-19</li> <li>4. Hirer to wipe all surfaces touched after use</li> <li>5. Hall Steward to clean room as briefed by Booking Secretary</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
<p><b>Kitchen</b></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"> <li>• Tea, coffee, tea towels, refreshments</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing much more difficult due to smaller area</li> <li>• Risk of crockery used being infected with virus</li> </ul>	<ol style="list-style-type: none"> <li>1. Max of 3 persons permitted at any one time</li> <li>2. Users only to use crockery as provided and identified on worktop</li> <li>3. Hirer to wash up any crockery used in hot water after session</li> <li>4. Hall Steward once a week to put all separated crockery through dishwasher</li> <li>5. Hirer permitted to use water boiler, microwave oven, cooker(s) to heat refreshments but NOT dishwasher</li> <li>6. Hirer to wipe clean all surfaces after use</li> <li>7. Room to be kept ventilated when in use</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>

Area at risk: specific hazards	Risks	Actions to take or required to mitigate risk	How and when measures implemented
Main Hall	<ul style="list-style-type: none"> <li>• Congestion at entrance and exit from Hall and building prevents social distancing</li> <li>• Virus transmitted onto hands of those using hall and touching surfaces particularly chairs</li> <li>• Airborne transmission of virus</li> <li>• Social distancing will not be respected in hall and virus transmitted due to close proximity of persons participating in activity, meeting or function</li> <li>• Virus transmitted to surface(s) of door handles, light switches, window handles, metal security bars, equipment (including projector and amplifier) by touching</li> <li>• Virus transmitted from equipment or materials brought into hall by hirer</li> </ul>	<ol style="list-style-type: none"> <li>1. Exit from building by fire door below new temporary EXIT sign</li> <li>2. All leaving to sanitise hands</li> <li>3. Hirer to ventilate room as much as possible using doors and windows, and to ensure all doors and windows closed and secured after hire</li> <li>4. Upholstered seating can be used since fabric surface presents less long term risk but metal frames must be cleaned by wiping down before and after use.</li> <li>5. Chairs will be allocated to specific group hirers for their exclusive use and stacked in Main Hall with Notice above to indicate which chairs group should use and return</li> <li>6. Hirer to calculate space per person required for activity, meeting or function and thus max number permitted within hiring agreement given dimensions of Hall (18m x 10m)</li> <li>7. Hirer to wipe clean all door handles, light switches, window handles, metal security bars and equipment or any other surface (except floor) touched during activity, meeting or function</li> <li>8. Hirer to register name, address and phone number of all persons attending</li> <li>9. Face coverings to be worn at all times except while undertaking indoor sport or exercise activity or dance class or when eating or drinking or if otherwise legally exempted (eg children under 11 years).</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> </ol>

Area at risk: specific hazards	Risks	Actions taken 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	<ol style="list-style-type: none"> <li>1. Hirer to wipe clean door handle, light switch, basin handle, toilet flush handle before and after hire</li> <li>2. Any person using toilet (or assistant) also to wipe clean after use door handle, toilet flush handle and basin handle.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>
Male Toilets	Area too small for more than one person at time	<ol style="list-style-type: none"> <li>1. Ventilate room by opening window(s)</li> <li>2. Limit use to one person at a time and fix two signs to door, viz:               <ol style="list-style-type: none"> <li>(1) Fixed sign limiting use to one person and asking user to wash hands before and after use</li> <li>(2) Moveable sign VACANT/ENGAGED (plywood – can be flipped over) to ensure this</li> </ol> </li> <li>3. Tape off 2/3 urinals NOT TO BE USED</li> <li>4. Tape off 1/2 cubicles NOT TO BE USED</li> <li>5. Hirer to wipe clean door plate, light switch, basin handles, toilet flush handle before and after hire</li> <li>6. Any person using toilet also to wipe clean after use door handle, toilet flush handle and basin handle, if touched, with hand wipe provided</li> <li>7. Fix a sign on the back of the door to toilets to remind people (i) to change Engaged / Vacant sign on leaving and (ii) "Have they cleaned surfaces?"</li> <li>8. Used wipes to be placed in bin provided (bin outside between Ladies and Gents).</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>

Area at risk: specific hazards	Risks	Actions taken or required to mitigate risk	How and when measures implemented
Female Toilets	<ul style="list-style-type: none"> <li>Area too small for more than one person at time</li> </ul>	<ol style="list-style-type: none"> <li>Ventilate room by opening window(s)</li> <li>Limit use to one person at a time and fix two signs to door, viz:               <ol style="list-style-type: none"> <li>Fixed sign limiting use to one person and asking user to wash hands before and after use</li> <li>Moveable sign VACANT/ENGAGED (plywood – can be flipped over) to ensure this</li> </ol> </li> <li>Tape off one basin NOT TO BE USED</li> <li>Tape off 2/3 cubicles NOT TO BE USED</li> <li>Hirer to wipe clean door plate, light switch, basin handles, toilet flush handle before and after hire</li> <li>Any person using toilet also to wipe clean after use door handle, toilet flush handle and basin handle, if touched, with hand wipe provided</li> <li>Fix a sign on the back of the door to toilets to remind people (i) to change Engaged / Vacant sign on leaving and (ii) "Have they cleaned surfaces?"</li> <li>Used wipes to be placed in bin provided (bin outside between Ladies and Gents).</li> </ol>	<ol style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ol>
Plant room	NOT YET RISK ASSESSED		

Area at risk: specific hazards	Risks	Actions taken or required to mitigate risk	How and when measures implemented
Cleaner's store room and ante room	<ul style="list-style-type: none"> <li>Area too small for more than one person at time</li> </ul>	<ol style="list-style-type: none"> <li>Hirer can only permit one person at a time in this area</li> <li>If area to be used then all surfaces to be wipe cleaned before and after hiring</li> </ol>	<ol style="list-style-type: none"> <li></li> <li></li> </ol>