

**Owslebury Parish Hall Covid reopening risk assessment**

<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Date completed 08-08-21 . notes.</b>
<p><b>Staff, contractors and volunteers</b> – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>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.</p>	<p><b>Stay at home guidance for all users if unwell at entrance and in Main Hall. Staff/volunteers provided with protective mask overalls and gloves. Contractors provide own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff will follow PHE guidance and PPE if deep cleaning is required.</b></p>	<p>Guidance poster at entrance and issued to all hirers regarding unwell people. Rubbish will be bagged and disposed of safely as part of the cleaning routine. Staff and volunteers have been advised to wash clothing after visit to hall. Cleaner will use correct materials to clean light switches and electrical appliances to avoid damage.</p>
<p><b>Staff, contractors and volunteers</b>– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.            Staff or 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.</p>	<p><b>Staff have arranged their work patterns and procedures to ensure minimal risk. Staff are being provided with relevant PPE to use whilst working and will wash their outerwear when work is completed. Any in the vulnerable category advised not to work for time being. volunteers over 70 have been provided with protective clothing and access to cleaning materials and will only attend the premises when they are</b></p>	<p>All Staff and volunteers will be warned immediately if someone is tested positive for COVID-19 and will be advised to take the recommended action if they have been affected by this positive test.</p>



	Mental stress from handling the new situation.	<b>unoccupied to mitigate their risks.</b> <b>Staff have discussed any mental stress issues</b>	Staff and volunteers can raise concerns if they have mental stress.
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<p>Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users. Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p>Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users. Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p><b>All hirers understand the limit on group sizes in accordance with guidance issued by the relevant governing body of their activity.</b>  <b>Hirers have been asked to convey to those attending the need to avoid mingling between groups where possible.</b>  <b>Adjusted hire conditions to cover this.</b></p>	<p>These requirements are stated in the hire agreement.  Hire conditions have been updated.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing may not be observed as people congregate before entering premises.  People may drop tissues.</p>	<p><b>Hirer is required to control safe access to the external entrance area and the entrance doorway to achieve social distancing. Hirer is required to clear all rubbish and bag it and take it away for disposal. Gloves are provided.</b>  <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</b>  <b>Wear plastic gloves and</b></p>	<p>These requirements are stated in the hire agreement.</p>



		<b>remove.</b>	
Entrance hall/lobby	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.	<b>Hirers have been asked in their hire agreement to ensure that their users keep safe distance in pinch point areas. Door handles and light switches to be cleaned by the hirer before and after use. Hand sanitiser to be provided by hall. Corridor to other areas is closed.</b>	Hand sanitiser will be made available. Provide bin in entrance hall. These requirements are stated in the hire agreement.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.  Screen. Window curtains. Commemorative photos, displays. Social distancing is not observed	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before and after use.</b>  <b>Social distancing guidance to be observed by hirers in arranging their activities.</b>	These requirements are stated in the hire agreement. Bin to be provided.  Provide hand sanitiser and gloves.



		<b>Hirers have been encouraged to wash hands regularly. Curtains to be touched by gloved hands only. Wall hangings not to be touched. All covered in the hire agreement.</b>	
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<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas                  Door and window handles                  Light switches                  Tables, chair backs and arms.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner</p>	<p>We will only book one user of the hall at any one time, and all users will be encouraged to use the main hall.</p>
<p>Kitchen</p>	<p>Social distancing more difficult                  Door and window handles                  Light switches                  Working surfaces, sinks                  Cupboard/drawer handles.                  Fridge/freezer                  Crockery/cutlery                  Kettle/hot water boiler                  Cooker/Microwave</p>	<p>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.</p>	<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.</p>



Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	<b>Cleaner and caretaker use only</b>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<b>Hirer to clean equipment required before and after use. Hirer to control accessing and stowing equipment to encourage social distancing.</b>	These requirements are stated in the hire agreement.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<b>Hirer to control numbers accessing toilet at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before users arrive. Create poster to encourage 20 second hand washing.</b>	These requirements are stated in the hire agreement.  Ensure soap, paper towels, and toilet paper are regularly replenished.  Make sure Posters are added.



Boiler Room	Door handle, light switch Social distancing not possible	<b>no public access</b>	no public access
Stage	Curtains Social distancing Lighting and sound controls	<b>not applicable</b>	no stage
Changing Rooms	Outdoor toilets can be opened but it is not compulsory.	<b>not applicable</b>	no changing rooms
Events	Handling cash and tickets Too many people arrive	<b>not applicable</b>	no ticketed events allowed
Playground, Play equipment and Outdoor gym equipment	Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children have been/are likely to ignore notices/climb	<b>not applicable</b>	no playground

	<p>fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.</p>		
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Produced by the Owslebury Parish Hall Management committee 8<sup>th</sup> August 2021