

Covid-19 Llangrove Village Hall Risk Assessment UPDATED

Llangrove Village Hall Reopening – Latest Update 01/03/2021

Following the Prime Minister's recent announcement on the roadmap out of lockdown, the village hall can reopen for our User Groups from

- 12th April for all indoor children's supervised activities including dance classes, musical activities, cubs, scouts, brownies
- 17th May for indoor events with up to 50% hall capacity (rule of 6, social distancing, hand hygiene, face masks, one way system, and record of attendees will still apply)
- 21st June full capacity (legal limits on social contact removed)

(These dates are subject to change in line with government advice, and that some measures may need to be re-applied as necessary)

Name: Llangrove Village Hall

Assessment carried out by: Village Hall Committee members

Date of Current Assessment: March 2021
needed

Date of review: To be decided – but suggest 1 month after opening or sooner if needed

The Government advises that those who have control of a community centre/village hall must take reasonable measures to mitigate risk from Covid 19. Whilst it is impossible to guarantee any location or its users will be 100% Covid-free, a risk assessment has been undertaken to identify potential risks and the measures that are needed to mitigate risk.

Users and hirers of Llangrove Village Hall have themselves responsibility for managing risks arising from their own activities when they have control of the premises and should take into account any guidance relevant to their specific activity or sector. Users must follow the recommended measures to prevent spreading or contracting the virus

It is up to each user to decide whether they wish to enter the hall, as no area can be guaranteed completely covid-free

The following risk assessment has been written using current advice from the following documents.

“Covid-19: Guidance for the safe use of multi-purpose community facilities” – Gov.uk

ACRE Information sheet – Reopening Village and Community Halls post COVID-19 closure - 16th December 2020

<https://acre.org.uk/news/2021-03-02-village-halls-to-remain-closed-until-17-may>

This advice is subject to change in line with government advice

Area or people at risk	Risk identified	Actions to take to mitigate risk	Comment
Committee members	Legal - If an outbreak of COVID-19 is traced to the hall – could the village hall committee be held responsible?	<p>Risk assessment, actions to mitigate risk and new hire agreements to be completed and signed off by all committee members</p> <p>Provided those responsible for managing the hall use reasonable endeavours to ensure the hall is cleaned and maintained in accordance with the COVID-19 Secure Guidelines, have prepared a COVID-19 Risk Assessment, and have written records of the action taken this should reduce very substantially the risk of being held liable. Providing this is the case, and any insurer requirements met, any liability should be addressed in the usual way by the hall’s public liability cover and legal expenses cover. Not only would a claimant have to prove the committee had been negligent and that they caught the disease at the premises, they may be held to bear responsibility themselves by putting themselves in harm’s way. (ACRE 17/08/2020)</p>	
Staff, contractors and volunteers	Multiple hall users - increased risk of spreading and catching Covid	All User Group leaders to have new COVID policy conditions for hiring hall prior to rebooking	

<p>– all users</p>		<p>Hirers to be given instructions via the booking clerk on guidance and responsibility via special hiring conditions, which should be attached to their usual hire agreement. A copy of the risk assessment should be included. These should be issued in writing (ACRE) and signed or accepted by the hirer in all cases. An electronic signature or email confirmation of the conditions is acceptable.</p> <p>User groups should to carry out a risk assessment for your event/activity and provide LVH with a copy with this agreement</p> <p>User group leaders must follow guidance relevant to their specific activity or sector where this exists</p> <p>Notices to be displayed outside on entrance door and other points in hall regarding symptoms, distancing, face masks, hand hygiene and NOT ATTENDING IF ILL</p> <p>Each user to make own decision as to whether to attend</p> <p>Each user group leader to keep a temporary list of attendees for 21 days for each session held – which can be provided to track and trace if needed – user group members need to be aware this is being done</p> <p>Final Covid risk assessment and final hire agreement document to be freely available on line (Village hall FB page) and inside hall</p>	
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<p>Staff, contractors and volunteers – Specific User Groups</p>	<p>Number and type of different class groups using hall</p> <p>Classes overlapping</p> <p>Not enough time for User groups to clean surfaces touched before next group arrives</p> <p>Groups may have activities that could be considered higher risk</p> <p>Current groups are</p> <p>Ballet classes – multiple children in high energy activity which could cause droplets to spread further</p> <p>Table tennis – high energy (as above)</p> <p>Dog obedience</p> <p>Panto and choir – projection of voice and singing known to be cause of virus particles travelling further</p> <p>Art – close contact during a tutorial</p>	<p>Timings of classes to be adjusted to allow cleaning for cleaning</p> <p>Managing booking times so that classes do not overlap and enough time is allowed for User groups to ensure Hall is left clean (half an hour each side)</p> <p>Committee to agree timings and let booking clerk know. Booking clerk to issue Covid hire agreement which must be signed and returned</p> <p>Ballet classes – follow governing body advice</p> <p>Table tennis- as above</p> <p>Scouts/guides – as above</p> <p>No panto / No choir until government advice changes</p> <p>Dog obedience – clean afterwards</p> <p>Art tables to be distanced at 2 m</p> <p>Social distancing to be observed when tutoring</p> <p>No food or drink from kitchen</p> <p>No money to change hands for raffle</p> <p>Follow early years/youth below</p>	

	<p>Gardening club Church coffee mornings – raffles/ children/ coffee WI Scouts, brownies After School club</p>		
<p>Staff, contractors and volunteers - All users</p>	<p>Surface contamination</p> <p>Surfaces may be contaminated by people carrying the virus All – Risk of catching and spreading covid</p> <p>The predominant modes of transmission are droplet and contact. How long the virus can stay on surfaces is uncertain but can be up to 72 hours</p> <p>Touch points such as door handles/ light switches</p>	<p>Good hygiene</p> <p>Hand sanitisers – hall to supply at particular points – at entry and exit – inside at 2 to 3 points. At sink in toilets male and female</p> <p>Notices on hand washing - at least 20 secs – liquid soap in toilets</p> <p>Tables – limit number in hall</p> <p>Chairs – limit number in hall to only what is needed</p> <p>Main entry and exit door, to be opened and closed by group leader</p> <p>Users to use sanitiser to clean switches and door handles and frequent touch points</p> <p>Groups to bring own cleaning products, cloths, spray disinfectants for tables and chairs, handles, switches they use before and after</p> <p>Cleaner – daily</p>	

<p>Staff, contractors and volunteers - All users</p>	<p>Viral transmission via respiratory droplets</p> <p>The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces.</p> <p>Confined spaces more likely to cause spread</p> <p>From Aug 8th (England) community centres, youth centres and social clubs have been added to the list of where wear you must wear a face covering by law</p>	<p>Spread and catching of Covid 19 best mitigated by good hand hygiene and social distancing</p> <p>Maintain distancing following current government guidelines – currently 2 m apart is safest (1m if not possible and mitigated)</p> <p>Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible (2m apart if possible)</p> <p>Implementing a one-way flow in and out of the premises. In through entry door. Out through fire exit or patio doors.</p> <p>For security, fire exits would need to be closed by the last person to leave the building, who then leaves via the main entrance. Appropriate signposting will be needed.</p> <p>Face covering for all unless an exemption or other government guidance applies. A face covering is not required if eating or drinking but they should be seated. If undertaking an activity where the wearing of a face covering would negatively impact the ability to do so, face coverings may be removed</p> <p>Hand sanitizing – wash hands with soap for at least 20 secs – before and after entering hall and at multiple times throughout stay. User group hire agreement and user group leaders to stress this</p> <p>NO user to enter hall if they or a close contact has any</p>	
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Main Hall	<p>Capacity – being in close proximity to others is known to be a key factor in spreading and catching the virus</p> <p><i>ACRE states “this might be around one quarter of the seating capacity set for fire safety purposes or the size of the room in square metres divided by 4 (the answer may not be the same, because the fire capacity is usually based on the number of fire exits)</i></p> <p>Hall main rectangle 6 x 12 m = 72m² Side area 3 x 6m = 18m²</p> <p>Soft furnishings which cannot be readily</p>	<p>Capacity of 18 in main hall would comply with 2 m spacing</p> <p>Only allow entry to main hall for users Other rooms, apart from toilets, to be out of bounds</p> <p>Need good airflow by enlarging space This can be done by removing excess chairs, tables and other objects not necessary Chairs – limit number in hall</p> <p>Do not use the upholstered chairs</p>	

	cleaned between use		
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Kitchen will to be closed Art class to bring own water Hire agreement to state users advised no kitchen facilities–bring own bottle drink if want – but have to take home after	
Main hall, entrance hall, lobby and corridors	Maintaining social distancing Close contact for longer than 15 mins increases chance of contracting / spreading virus Lapses in social distancing may occur Pinch points and busy areas may cause social distancing issues	Markers on floor at entrance and exit Public health and information notices to be displayed at entrance, exit, toilets and at other appropriate points. (See Appendix draft notices) Maintain distancing following current government guidelines – currently 2 m apart is safest (1m if mitigated) Signage – showing what 2 m is First aid box location to be clearly highlighted. First aid box to contain PPE Pinch points – one-way system – in through entry door – out through fire exit or patio. (Toilets and kitchen noted separately below) Staggered arrival and departure times should be considered by group leaders if group large Craft tutors should maintain 2m distance when undertaking	

		<p>a tutorial or helping a class participant</p> <p>Close social interaction should be limited if people not in a family group or bubble</p> <p>No congregating in corridor</p>	
Toilets - indoor	<p>Anyone using toilet – touch points – door handles / toilet itself/ hand washing and drying</p> <p>Disposing of paper towels / rubbish</p> <p>Children may not follow hand washing/distancing guidance</p> <p>Queuing for toilet causing traffic issues</p>	<p>All surfaces especially those touched, should be cleaned regularly by users</p> <p>Toilet entry door to be wedged open so don't have to touch door handle</p> <p>Only one person at time - notice on toilets needed</p> <p>No queuing for toilets</p> <p>Sanitiser needed in toilet by entry and inside to cleanse flush handle, tap etc</p> <p>Ensure soap, sanitiser and toilet paper are regularly replenished, and hirer knows where to access for restocking if needed</p> <p>Wall hung sanitiser machines</p> <p>Hand drying - electrical dryer</p> <p>Notices on good hand washing hygiene in toilet</p>	
Rubbish /	Risk of catching covid from contaminated	There will be NO bins in hall	

Waste	<p>rubbish</p> <p>Cleaner being contaminated by infected waste</p> <p>Discarded paper tissues after someone has sneezed</p>	<p>Users to bring a bag for their own waste – which they take home with them</p> <p>If sneeze should use a paper tissue which should be disposed of and removed by user</p> <p>Group leader/ all users should check hall and outside door areas before closing up for discarded waste, forgotten items</p> <p>Wear plastic gloves and remove</p>	
Parties / private events / larger gatherings	The more people in a gathering the more chance for the virus to spread	Hall bookings MUST be in line with current Gov UK /ACRE guidelines on capacity and event	
Car park, Outside areas, Entry to building (NOT including playground)	<p>Users congregating in entry area corridor or outside entry and exit doors</p> <p>Whilst virus less likely to spread outdoors, still need to maintain social distancing and good hygiene</p>	<p>User group leader to open door 15 mins prior to start and inform their group of this</p> <p>Queue up outside 2 m apart if arrive early or stay in car until entry time</p> <p>Make this known to User group leaders in new booking form</p> <p>Only class member to enter – no others unless deemed necessary</p> <p>No chatting in corridor</p>	

		<p>When picking up child up from exit doors class leader arrange the hand over – again must socially distance and only arrive at pick up time</p> <p>Groups to follow guidance from their organising bodies</p>	
<p>Vulnerable age groups Clinically extremely vulnerable (CEV previously shielded)</p>	<p>Over 70s and those with preexisting health conditions (the clinically extremely vulnerable shielded group) are more likely to be severely ill if catch virus and are advised to stay at home as much as possible</p> <p>Shielded group advised to maintain 2 m social distancing</p>	<p>2 m distancing would ensure those previously shielded or vulnerable are at the correct distance apart</p> <p>Adhering to Covid policy document for all users</p> <p>Each user group may have its own policy on who can attend</p> <p>Tables at 2 m spacing minimum is advised</p>	
<p>Early years / youth groups</p>	<p>Whilst young children are unlikely to be ill with the virus, it is still possible for them to spread the virus</p> <p>Children may not socially distance</p>	<p>Community facilities can open for the provision of other services for children and young people. Where activities relate to children between the ages of 5-18, they should follow the current Department for Education guidance <u><i>Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</i></u></p> <p>All groups with youngsters e.g. scouts should follow appropriate organisational advice</p>	
<p>Cleaning</p>	<p>Virus contaminated surfaces</p> <p>Cleaner not available to clean before</p>	<p>Each User group to clean surfaces that their group might use before their own users arrive. To clean regularly used surfaces such as tabletops and sinks during the hire and to</p>	

	every new hire	<p>clean them again before they leave.</p> <p>Each user group to bring their own cleaning materials</p> <p>Hall users to be aware of how often cleaner attends</p> <p>Care to be taken whencleaning electrical equipment. Use cloths - do not spray! Advice to be noted on hire agreement</p>	
Cleaner	<p>Village hall contracts cleaner</p> <p>Risk of contracting Covid whilst undertaking hall cleaning duties</p>	<p>Ensure cleaner has all the appropriate cleaning materials and PPE (masks, aprons and gloves). Will need to ensure sanitisers etc. replenished – will need instruction as to what can and can't do</p> <p>Insurance to be checked and amended if necessary</p> <p>Hall to be deep cleaned before re-opening</p> <p>Follow PHE guidance and PPE if deep cleaning is required</p>	
Public health messages not being communicated	<p>People are not always aware of current guidance or changes to guidance which could lead to disregard of rules</p>	<p>Display public information notices at frequent points – entry, toilets and within hall itself. Should include</p> <p>Catch it bin it kill it posters</p> <p>Social distancing, Hand hygiene, Face covering poster</p> <p>Reinforce Do NOT enter if symptomatic, or close contact symptomatic</p>	
Someone identified as	<p>The hall may be contacted by an individual who has used the hall and who</p>	<p>Must have process for immediately closing hall for the designated period (72 hours at least) and deep cleaning</p>	

<p>testing covid positive</p>	<p>has tested positive, or via track and trace</p> <p>Hall not being aware / or not acting quickly enough</p> <p>Person wants to take hall to issue</p>	<p>Designated contact for hall issues</p> <p>Staff and volunteers will need to be warned immediately if informed that someone tests positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared. It is important people know they can raise concerns.</p> <p>Need to show we have undertaken and completed mitigated actions following risk assessment</p>	
<p>This seems unlikely Person becomes unwell with suspected Covid symptoms, during an activity</p>	<p>Treat as suspected Covid until proven otherwise</p>	<p>Person to leave building. If can't leave then a space should be designated into which they could be moved until transport home or to hospital is available. Cleaning and informing others would then be necessary as per Gov.uk / PHE and ACRE guidance</p> <p>Hall closed for at least 72 hours. Deep clean prior to reopening</p> <p>A notice can be printed and displayed and user groups made aware of this</p>	
<p>Staff, contractors and volunteers – all users</p>	<p>Legionnaires – as water has been off</p>	<p>Follow Chartered Institute of Environmental Health Officers guidance on flushing water and temperature control</p>	