

COVID-19 Risk Assessment for re-opening Mayfield Memorial Hall

Dated September 1, 2020 Version 1

The COVID-19 Risk Assessment has been carried out by the Management Committee using ACRES & AirS guidance. It is provided to the hirers who use the hall so that it can be issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment is to identify "pinch points" where people cannot maintain social distancing of *2 metres*.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice.
2. This document is not intended to be comprehensive and we 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 two categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

AREA OR PEOPLE AT RISK	RISK IDENTIFIED	ACTIONS TAKEN TO MITIGATE RISK	NOTES
<p>Cleaner/Hirers/Contractors – Identify what work activity or situations might cause transmission of the virus and likelihood people 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.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Do not allow entry and follow Government Guidelines for anyone with high temperature. For cleaner/hirer we will provide all necessary cleaning materials disposable gloves, aprons, paper towels, hand gel/sanitiser, extra bins, clean vacuums and floor cleaning equipment and have</p>	<p>Hirers will receive 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.</p> <p>REFERENCE: Special Conditions of Hire</p>

		<p>a system for reporting missing equipment/items. Cleaner/Hirers advised to wash outer clothes after cleaning duties. Cleaner given PHE guidance and PPE for use when deep cleaning is required. Contractors provide their own.</p>	
<p>Hirers/Contractors who could be at risk and likelihood they could be exposed.</p>	<p>People who are either extremely vulnerable or over 70. Cleaner/caretaker/contractor could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Attendees in the vulnerable category are advised not to attend sessions for the time being.</p> <p>Provision of protective clothing and cleaning of surfaces should be sufficient to mitigate the risks.</p>	<p>Hirers will be advised immediately if someone is tested positive for COVID-19 has been on the premises.</p> <p>REFERENCE: Special Conditions of Hire</p> <p>It is important people know they can raise concerns.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>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.</p>
<p>Entrance hall and kitchen door</p>	<p>If main doors are used as an entrance and left open, anyone can wander into the entrance hall and use the toilets. Possible "pinch point" and busy areas where risk is social</p>	<p>Identify "pinch points" and busy areas. Consider 2 metre spacing in all areas. Everyone who enters sanitisers their hands entering the main hall. Main</p>	<p>Hand sanitiser needs to be checked by hirers before and after use and Lead Organiser needs to alert the hall committee with any problems. They will also</p>

	<p>distancing is not observed in a confined area. Door handles, light switches in frequent use Kitchen door in use as entrance</p>	<p>doors are kept locked during hire. Door handles and light switches to be cleaned regularly. Hand sanitiser also to be provided by main entrance into hall and by kitchen door. Use monitored by lead organiser or responsible person appointed by him/her.</p>	<p>be checked by the cleaner weekly. Provide bin in hall. Empty regularly.</p> <p>REFERENCE: Special Conditions of Hire</p>
Toilets	<p>Social distancing difficult. Surfaces in frequent use door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to ensure one person accessing toilets at one time. Cleaner to clean all surfaces etc daily.</p>	<p>Sanitiser, paper towels, tissues and toilet paper will be regularly replenished. Lead Organiser to familiarise themselves with where to access for re-stocking if needed.</p> <p>REFERENCE: Special Conditions of Hire</p>
Main Hall - chairs	<p>Contamination via use soft furnished chairs; chairs cannot be safely cleaned after every hire.</p>	<p>Chairs are arranged in coloured "zones" with 32 chairs in each. With a total of four zones, clearly identified, 72 hours can lapse between usage. Hirers encouraged to use gloves to move chairs. Lead organiser ensures chairs are placed back in exactly the same place.</p>	<p>Cleaner inspects chairs weekly; clean if necessary.</p> <p>REFERENCE: Special Conditions of Hire</p>
Main Hall - tables	<p>Contamination via use of tables if not cleaned between hires.</p>	<p>Limit use of ONLY large tables and small tables that easily be wiped after use. Brown tables are removed and placed at back of stage. Hirers are responsible for wiping down all tables after use. Cleaner will be</p>	<p>REFERENCE: Special Conditions of Hire</p>

		responsible for cleaning tables weekly.	
Main Hall – general and movement Heating & ventilation	Door handles, window catches, Window curtains or blinds Commemorative photos, displays. Social distancing to be observed Heating controls and opening French doors are touch points	Curtains drawn by lead organiser only, having sanitised hands or wearing gloves. Where possible open French doors to allow air to circulate when warm enough. The heating system continuously draws-in fresh air and does not only circulate. It probably provides better ventilation than you would get from open french windows as it is claimed the air in the hall is replaced five times every hour. The system must be programmed to be on for all of the bookings. The built-in thermostat will ensure that the air is heated only when needed. Wipe door handles before and after use. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.	Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Hirers and the cleaner will be advised to only touch curtains and blinds whilst wearing gloves. Provide hand sanitiser. REFERENCE: Special Conditions of Hire
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Crockery/cutlery	Only two people, socially distanced to work in the kitchen. No crockery or utensils are available in the hall.	Cleaning materials to be made available in clearly identified location, e.g. on window sill regularly checked and re-stocked as necessary.

	Kettle/hot water boiler Cooker/Cooker hood controls	Consider encouraging hirers to bring their own Food and Drink for the time being.	Consider closing kitchen if not required or restricting access. REFERENCE: Special Conditions of Hire
Kitchen Serving Food	Contamination from person handling food; people collecting food; social distancing when queuing	Consider encouraging hirers to bring their own Food and Drink for the time being. If food and drink are permitted. Serve food only from larger hatch. Face masks and gloves worn by kitchen staff.	Cleaner/Memorial Hall designated person to check kitchen after every hire that uses the kitchen to serve food. REFERENCE: Special Conditions of Hire
Cleaning cupboard	Social distancing not possible Door handles, light switch; hanging up of coats	Accessed only by lead organiser or their appointed person to switch on lights; get floor brushes, pan. Lead organiser wipes down all handles, light switches when finished in the cupboard. Wears gloves if possible. No coats to be hung up the cloakroom.	Cleaner responsible only has access to his/her cupboards REFERENCE: Special Conditions of Hire
Keys	Different people collecting keys from Burnetts Estate Agents, keys not left long enough between lets so transmission of virus.	L.O. to use antibacterial wipes supplied by Burnetts to wipe keys upon return and collection. Keys are colour coded to match the colour of the chairs assigned to the hirer. L.O. responsible for collecting correct colour keys from Burnetts to allow a suitable period of time to lapse between uses.	L.O. to ensure collection of keys procedure is followed. REFERENCE: Special Conditions of Hire