

## **Horseman's Green Community Hall Covid-19 Risk Assessment**

The Trustees have undertaken this risk assessment to control risks to people who use the Hall and those that are involved in its maintenance and upkeep. The Trustees carried out the risk assessment; the findings were discussed with the Management Committee it was agreed the recommendations would be put in place. **This risk assessment will be available in the Hall Guide and copies can be obtained from the Secretary**

Those hiring the Hall will be given a copy and requested to provide a Risk Assessment for their activities in the Hall. This **MUST** be handed to the Booking Officer, along with an outline seating plan, **before** the hall is used.

Next Review: January 2022

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<b>What are the hazards?</b> Identify areas/situations that might cause transmission of virus and the likelihood of people being exposed	<b>People and areas at risk?</b>	<b>What is already in place?</b>	<b>What further action is needed?</b>  Proposed action before/during event/after event	<b>Actions</b>
<p>Being involved in situations where they will be around more people and possibly exposed to someone carrying the virus, or if someone falls ill</p> <p>Cleaning surfaces that may be infected by people carrying the virus.</p>	<p>Volunteers espec those who are either extremely vulnerable/over 70 Mental stress from handling the new situation</p> <p>Volunteers</p>	<p>Stay at home guidance if unwell outside entrance and in the hall.</p> <p>Discuss situation with volunteers, to identify if provisions made will be sufficient to mitigate their risks, or whether they should cease volunteering for the time being</p> <p>Description of cleaning requirements provided to volunteer cleaners in a separate document that will be readily available to all</p> <p>Volunteers instructed to wash hands frequently, or to use hand sanitizer</p> <p>Volunteers and visitors to use hand sanitisers on entering and leaving the hall</p> <p>If necessary, volunteers provided with disposable gloves apron, and masks.</p> <p>Volunteers cleaners advised to wash clothes after cleaning duties.</p> <p>PPE, for use in the event of a deep clean being required, made available Fogging of all areas of the building between events will be carried out by a nominated person</p> <p>If people leave, their table/chairs will be marked as not in use</p> <p>Decorative items which are difficult to clean – table and window sill decorations have been removed and will be stored in the store room until a suitable time</p> <p>Material table cloths not be used at any events</p>	<p>Check laminated posters are in position before event</p> <p>Designated person (Barbara Weeks) to talk with volunteers on a regular basis to see if arrangements are working</p> <p>Those hiring the Hall to follow the after use Covid-19 cleaning check list which will be in the Covid-19 cleaning box, which will be kept in the Store room.</p> <p>Wall mounted hand sanitizers at main door (entrance), fire door, adjacent to hatch and in kitchen</p> <p>Disposable gloves, aprons masks are kept in the Covid-19 cleaning box, which will be kept in the store room</p> <p>PPE with the Covid-19 Deep clean box</p> <p>The caretaker will be responsible for 'fogging' the Hall following an event</p> <p>Chairs will be set against the table to show they are not in use</p> <p>Each event will have a nominated <b>Covid-19 Tsar</b> to monitor arrangements</p>	

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Disposing of rubbish containing tissues and cleaning cloths.	Volunteers	Bins lined with disposable bags are provided in the hall, toilets and kitchen for the disposal of tissues and wipes  Such bags to be collected together and placed in another bag. This bag to be tied and placed in the main kitchen bin at the end of an event ready for disposal	Bags and ties to be in clearly labelled in cupboard  The caretaker will dispose of waste bags	
Deep cleaning premises if someone falls ill with Covid-19 on the premises	Volunteers	See instructions in attached document	Hilary Andrews, as the appointed person will organise the team to take on the additional Covid-19 deep cleaning where necessary after an event	
Occasional maintenance workers	Volunteers	Disposal gloves and masks will be available if required		
<b>Social distancing</b> <b>Identify pinch-points</b>				
Entrance	Volunteers and those visiting events	Floor markings on space in front of building to encourage social distancing whilst waiting to enter	Event/activity organiser to check all floor markings are still in good order before each event	

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Hall	Volunteers and those visiting events	<p>There are two options for entering and exiting the building</p> <p>a) where only a small number of visitors (up to 15) will be present and/or where staggered exiting can be arranged the main door will be used. The Covid Tsar will monitor toilet access and ensure a clear route is available for those returning to their table.</p> <p>B) where a larger number visitors will be in the hall a one-way system will be in operation with entry via the main door and exit via the left-hand fire exit. Those using the toilets will be expected to exit through the fire door and re-enter the building via the main door in order to get to their table/seat.</p> <p>Floor markings are available for one-way system,</p> <p>Only tables and chairs stored in the Hall to be used. These will be set out at required spacing relevant for event and wiped down</p> <p>Attendance by booking to be encouraged and promoted on flyers. Only limited number of places held for last minute arrivals</p> <p>Cash handling; money placed in trays or in donation boxes, no change given. Money will not be handled for 72 hours</p> <p>No self-service, visitors to remain seated unless leaving or going to the toilet.</p>	<p>Plan of hall to be available to event organisers</p> <p>Positioning of tables and chairs at agreed distances and included in the floor plan</p> <p>Attendees asked to book ahead or ring no later than one hour prior to event</p> <p>Booking details to be provided on flyers and Facebook. Which will clearer state NO CHANGE GIVEN.</p> <p>Ensure trays /donation boxes are set out at appropriate points</p> <p>Money received to behanded to David Spence</p> <p><b>LONGER TERM - DEVELOP ONLINE PAYMENT/ card payment</b></p> <p>Decide how many volunteers needed at an event to serve, although only one will do so at any</p>	

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Toilets	Volunteers and those visiting events	Notice in place to indicate on queuing; in the event briefing at the beginning attendees will be instructed to close lobby door when toilet in use and to leave open on leaving to indicate toilet is free  Notice to wash hands thoroughly and to dispose of hand towel in bin	Covid-19 Tsar to monitor	
Kitchen	Volunteers and those visiting events	Restricted space – Hirers asked to restrict numbers to one person in kitchen, one in serving area.  AUTHORISED PERSONS ONLY sign on kitchen door Soap and hand sanitizers and paper towels to be available  Drying up cloths have been removed from kitchen; event organisers can bring their own to use on the day  Drink/food order taken by volunteer  Food selection plated up in kitchen and served through hatch to volunteer who will take to table with drinks	Only two people to be in the kitchen at anyone time, one in the kitchen area and one in the serving area.  Event organiser may bring their own cloths to be removed at the end of the event  Volunteer waits on ONE table at a time	
Store room	Volunteers	Authorised persons only have access  There will be no need to bring chairs from the store room, the number required for the event will be kept in the Hall		

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Events & Activities	Organisers. Volunteers and attendees	Copies of the hall general risk assessment and Covid-19 risk assessment to be given to organisers  A Covid19 risk assessment for events/activities to be completed by the organiser. A completed sample of such a risk assessment will be provided to assist Blank copy of event/activity Covid-19 risk assessment for completion by organisers.	Organiser to complete Covid-19 risk assessment for the activity/event  Event organiser to confirm seating plan to be used	
Track and trace	Volunteers and visitors	Contact details to be collected for everyone attending by volunteer manning reception desk.  Data protection statement displayed at same place. Data destroyed after 21 days  QR code Track & Trace available. QR code on reception desk	Visitor registration form to be completed. These are kept in an envelope in the documents box which is kept at reception desk  Visitor register to be handed to Booking Officer who will pass to Group Secretary.  Secretary as nominated person to hold data and destroy after 21 days	
Visitor taken ill at an event	Isolate person to Covid-19 secure corner. Arrange transport home	Covid-19 First Aid Box available with PPE.  Those hiring the Hall will be made aware of Covid-19 corner and First Aid Box on booking Form  A nominated person – the Covid-19 Tsar -at each event will remain with the ill visitor. PPE is available for them in the Covid-19 first aid box. Event attendees asked to leave	Covid-19 First Aid box is kept in Covid-19 corner in case a visitor is taken ill	
	Local outbreak of Covid-19 & lock down	Any events or activities arranged during the proposed period of lock-down to be cancelled/re-scheduled	Notice of cancellation to be displayed outside Hall and on Facebook	

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