



# ● TUNSTALL COMMUNITY HALL

- Charity Registration :- 1105927
  - Covid-19 Risk Assessment
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## 1 Introduction

This risk assessment is specifically for the COVID-19 pandemic and is based on the Community Action for Suffolk's information, initially provided on 2<sup>nd</sup> July 2020 advising on risks and mitigation measures to allow for Village Halls \ Community Halls to re-open after 4<sup>th</sup> July 2020. This is updated March 2021. The information below is based on the following published documents:-

- Appendix-F-Covid-19-Risk-Assessment-for-Community-Halls-version 4, 20<sup>th</sup> July
- COVID-19-Information-Sheet-Opening-your-hall-after-lockdown-20.7.20-Final.pdf
- Appendix-G-Covid-19-Risk-Assessment-for-Community-Halls-version March 2021

The above and other relevant documents are currently available (as of 14-04-21) at :-

[ACRE Updates - Community Action Suffolk](#)

The following are the key points taken from Appendix-G-Covid-19-Risk-Assessment-for-Community-Halls-14-04-21.docx :-

- This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.
- The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.
- A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

### Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE 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.

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes \ Additional actions by Community Hall
<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>	<ul style="list-style-type: none"> <li>● Cleaning surfaces infected by people carrying the virus.</li> <li>● Disposing of rubbish containing tissues and cleaning cloths.</li> <li>● Deep cleaning premises if someone falls ill with CV-19 on the premises.</li> <li>● Occasional Maintenance workers.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves.</li> <li>● Contractors provide their own.</li> <li>● Cleaner/volunteers advised to wash outer clothes after cleaning duties.</li> <li>● PHE guidance and PPE for use in the event deep cleaning is available in the Hall.</li> </ul>	<p>Staff/volunteers may need 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><b>Deep cleaning of Premises</b> following illness (see reference in sec 2). Essentially, gloves, aprons and other disposable cleaning items will need to be bagged and stored securely for 72+ hours before removal. This will be in the large metal bin currently located in the small kitchen.</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>Mental stress from handling the new situation.</p>	<ul style="list-style-type: none"> <li>● No staff employed by the Hall.</li> <li>● Cleaner has already confirmed that she is OK to clean the Hall and is NOT in the vulnerable category.</li> <li>● Committee members are fully aware of health risks. Hall has no other volunteers.</li> <li>● All users have to agree to the Hire terms and conditions which discuss mitigation processes for users.</li> </ul>	<p>All hirers will be requested to contact the Community Hall if one of their members \ guests who has attended the Community Hall in the last 7 days has tested positive for COVID-19.</p> <p>In the event of someone testing positive for COVID-19 who has been on the premises. The following will take place: -</p> <ul style="list-style-type: none"> <li>● Staff and volunteers will need to be warned immediately.</li> <li>● Hirers advised of the situation if they have used the hall <b>after</b> the infected person has been on the premises.</li> <li>● The Hall will be closed for 72 hours to allow for additional cleaning and also for the virus to decay through natural means.</li> <li>● Cleaner encouraged to raise issues if she thinks things aren't working correctly.</li> </ul>

			Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	<ul style="list-style-type: none"> <li>• 2 metre waiting area marked outside main entrance with paint to encourage care when queueing to enter.</li> <li>• Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</li> <li>• Outside checks are also part of the weekly safety check.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>•</li> </ul>
Entrance hall/lobby/corridors	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.	<ul style="list-style-type: none"> <li>• Removal of large round table to give more space and to minimise 'pinch points' in the lobby.</li> <li>• No 'Pinch Points' are expected to occur in the lobby area.</li> <li>• User groups and hirers requested to identify "pinch points" and busy areas and report back if there are issues.</li> <li>• User groups and hirers given the opportunity to implement a One-Way system if this best suits their needs.</li> <li>• Door handles and light switches to be cleaned regularly – part of the Hire Agreement.</li> <li>• Hand sanitiser stations provided in lobby and by the two rear emergency exit doors, in support of a One-Way system if implemented by hirer.</li> <li>• A flip-top bin has been provided in the lobby area</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser needs to be checked weekly by cleaner. Also by the regular user groups at the start of their session AND when the hall is being checked prior to a private hire.</li> <li>• Provide more bins, in entrance hall, each meeting room. Empty regularly.</li> <li>• A one-way system can be provided; entry via the main doors, exit via the rear doors to playing field and car park. The lobby is a reasonably large area so any 'pinch-point' is minimal when people need to visit the toilets which are accessed via the lobby area.</li> <li>• Hirers \ user groups are given the opportunity to implement a One-Way system should it best suit their needs. Signage is available for their use.</li> <li>•</li> </ul>

Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<ul style="list-style-type: none"> <li>As part of the revised Hire Agreement, hirers are required to clean before, during and after their hire.</li> <li>There are NO cushioned chairs with arms in the Community Hall.</li> <li>As part of the revised Hire Agreement, hirers are required to implement and manage social distancing throughout the Hall</li> <li>Hire Agreement \ user advice requires hirers and their guests to regularly wash their hands.</li> <li>Immersion heaters are left on to provide constant supply of warm water to encourage users to wash their hands regularly</li> </ul>	<ul style="list-style-type: none"> <li>It is NOT intended to remove the window blinds in the main hall.</li> <li></li> </ul>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<ul style="list-style-type: none"> <li>No cushioned chairs with arms</li> <li>There are some cushioned chairs in the lobby. The chairs can be rotated to give time for any virus to decay via natural means. OR the chairs replaced by hard plastic chairs to assist cleaning.</li> <li>Cushioned chairs are old and can be cleaned with anti-bac spray cleaner.</li> <li>Anyone moving chairs will be instructed to wear plastic gloves.</li> </ul>	<ul style="list-style-type: none"> <li>Anti bac provided for use.</li> </ul>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder.</p>	<ul style="list-style-type: none"> <li>The small meeting room is unavailable for hire due to the social distancing requirements. ALL users will have to hire the main hall.</li> </ul>	<p>It is recommended that the small meeting room is <b>NOT</b> hired out. Normally this room is only hired out when other groups are using the main hall.</p>

	Floors with carpet tiles less easily cleaned.	<ul style="list-style-type: none"> <li>Some tables and chairs are stored in the meeting room. Hirers are required to clean surfaces and equipment before and after their use.</li> </ul>	
Kitchen	<p>Social distancing more difficult</p> <p>Door and window handles</p> <p>Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer</p> <p>Crockery/cutlery</p> <p>Kettle/hot water boiler</p> <p>Cooker/Microwave</p>	<ul style="list-style-type: none"> <li>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</li> <li>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</li> <li>Hirers requested to bring own tea towels. Centre feed paper rolls, via dispenser are available for their use</li> <li>Hand sanitiser, soap and paper towels are provided with separate sink for hand washing.</li> <li>Hirers are encouraged to bring their own Food and Drink.</li> <li>Hirers asked, if possible, to provide and remove their own cutlery and crockery, OR use disposable items.</li> </ul>	<ul style="list-style-type: none"> <li>Covid-19 cleaning materials to be made available in a separate cupboard clearly marked. Contents regularly checked and re-stocked.</li> <li>Hirers ALREADY advised to clean cutlery and crockery before use.</li> <li><b>Kitchens closed for food and drink</b></li> <li>On Management ZOOM call, (08-07-20), it was agreed to close the kitchen(s) for the preparation of food and drink.</li> <li><b>Special Condition SC11</b> updated to inform users that kitchens are closed for food and drink. Hirers can bring their own food and drink for their personal use.</li> <li>Update April 21 - Users can prepare drinks using their own equipment.</li> </ul>
Store cupboards (cleaner etc)	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	<ul style="list-style-type: none"> <li>The switch-room is used as a store room by the Dog Club (see below).</li> <li>There is a locked, metal store cupboard in the small meeting room. This cupboard is for the sole use of the archery club.</li> <li>ALL user-groups are responsible for cleaning and maintaining ALL their equipment. The Archery Club will be</li> </ul>	<b>Special Conditions SC3</b> states that hirers are responsible for cleaning before, during and after their hire.

		<p>required to clean the outside of the cupboard before and after use.</p> <ul style="list-style-type: none"> <li>• Those entering and leaving the small meeting room will be requested to observe the 2-meter social distancing rules.</li> <li>• Light switches and door handles associated with the small meeting room to be cleaned before and after the hire session.</li> <li>•</li> </ul>	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	<ul style="list-style-type: none"> <li>• The switch-room is used as a store room by the Dog Club.</li> <li>• No social distancing issues as only one person will be in the room at any one time.</li> <li>• Dog Club is responsible for their items, and know, via Hire Agreement, they have to clean all equipment, door handles and switches before and after use.</li> <li>• Cleaner to be asked to just wipe down door handles and switches. NOT any of the Dog Club equipment</li> </ul>	<ul style="list-style-type: none"> <li>• It will be a requirement of the hirer, especially user groups, to clean <b>ALL</b> equipment used before and after use.</li> <li>• <b>The above is in Special Condition SC3</b></li> </ul>
Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	<ul style="list-style-type: none"> <li>• Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</li> <li>• Hirer to clean all surfaces etc before public \ guests arrive.</li> <li>• Engaged\vacant signage and posters to encourage 20 second hand washing.</li> </ul>	<ul style="list-style-type: none"> <li>• A simple flip sign for 'Engaged' \ 'Vacant' is on both entrance doors to the ladies and men's toilets.</li> <li>• Not sure if the engage\vacant posters will be used efficiently, but that is down to the hirer to police \ manage.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure soap, paper towels, tissues and toilet paper are regularly replenished. Hirers, especially user groups to be asked to contact the Community Hall to advise if stocks are running low.</li> <li>• The immersion heaters will be left ON all the time to ensure a supply of hot water for hand washing</li> <li>• No hand sanitisers will be supplied in the toilets, just liquid soap.</li> </ul>	
Stage	<p>Curtains</p> <p>Social distancing</p> <p>Archery Club's curtain and butts.</p> <p>Spare chairs</p>	<ul style="list-style-type: none"> <li>• Staged curtains can be tied back.</li> <li>• Hirer to control access to stage.</li> <li>• Deben Archery will need to produce a risk assessment regarding contamination and spread of viruses through their butts and protective curtain which are permanently left on the stage.</li> <li>• Spare chairs are stored on the stage behind the protective curtain. This is considered as a LOW risk as sufficient chairs are stacked in the main hall and in the small meeting room for the current needs of the limited hires.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• The curtains can be tied back, but it should be noted that viruses have a shorter life on soft furnishings.</li> <li>• In the immediate future, cannot see anyone using the stage as parties etc are currently not permitted in July 2020. As such CURRENTLY the stage curtains will remain closed.</li> <li>• Spare chairs are stacked on the stage, but they should NOT be required.</li> </ul>
Events	<p>Handling cash and tickets</p> <p>Too many people arrive</p>	<ul style="list-style-type: none"> <li>• Currently the Community Hall is limiting the maximum number of people to 30.</li> <li>• Organisers of any event will be required to produce a risk assessment covering numerous issues pertinent to their specific hire; such as payment and management of people when entering,</li> </ul>	<ul style="list-style-type: none"> <li>• See National Rural Touring Forum guidance, Section 2.6.</li> <li>• This will have to be a requirement of those organising any events with reference to the appropriate guidance at that time.</li> </ul>

		<p>moving around the hall and leaving the venue.</p> <ul style="list-style-type: none"> <li>• For performances, seats to be limited, booked in advance, 2 seats between individuals or households.</li> <li>• Contact details in the case of Track and Trace needs to be managed by the organisers</li> </ul>	
<p>Social Distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers. Risk is people attending in groups mingle with others not in their group. Risk of virus spread to all attending an activity or event.</p>	<ul style="list-style-type: none"> <li>• Ensure hirers are made aware of limits on group sizes and convey this to those attending event.</li> <li>• Adjust hire agreement to seating etc to comply with regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Organisers are made aware of requirements to socially distance their groups on entry and exit.</li> <li>• No activity will take place whereby people will need to raise their voice or not be able to socially distance.</li> </ul>

## 2 Coronavirus References

### Community Action Suffolk Information

This is the best starting point for references. Read the Information Sheet – very helpful.

<https://www.communityactionsuffolk.org.uk/organisation-support/village-halls-and-community-buildings/covid-19-information/>

**The Government roadmap and COVID-19 Secure Guidelines:**

<https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

**“Catch it, Bin it, Kill it” Poster:**

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

**Legionella risk:**

<https://www.hse.gov.uk/legionnaires/>

<https://legionellacontrol.com/guidance/regular-flushing-control-legionella/>

**Face Coverings:**

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings>

**The Government roadmap and COVID-19 Secure Guidelines:**

<https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

**Guidance for the Safe Use of multi-purpose Community Facilities:**

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

**Guidance for the public on the phased return of sport and recreation**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

**Guidance for social distancing and vulnerable people:**

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

[https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july?utm\\_source=935b2a3a-8dbf-4500-8931-737354418d60&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july?utm_source=935b2a3a-8dbf-4500-8931-737354418d60&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

### 3 History

This document is constantly being updated and is **NOW** version controlled by the date it was updated.

Version	Date	Author	Comments
1.2 Draft	19 <sup>th</sup> June 2020 22 <sup>nd</sup> June 2020	Richard Ledger (Treasurer)	Updated following email from Action for Suffolk regarding re-opening of village halls. Version 1.1 is a living document and will be updated as further information arrives.
1.2 Draft	3 <sup>rd</sup> July	Richard Ledger (Treasurer)	COVID-19 risk assessment updated following updates from Community Action for Suffolk <a href="https://www.communityactionsuffolk.org.uk/organisation-support/village-halls-and-community-buildings/covid-19-information/">https://www.communityactionsuffolk.org.uk/organisation-support/village-halls-and-community-buildings/covid-19-information/</a>
1.3 Draft	08 <sup>th</sup> July	Richard Ledger (Treasurer)	Minor changes
23_07_20	20 <sup>th</sup> July	Richard Ledger	Minor changes, updated references. Re-checked against ACRE updates on 22nd July
14-04-21	14th April 21	Karen Gwynne-Vince	ACRE update March 21 - Inclusion of section 'Social distancing' and minor adjustments to kitchen facilities and cleaner will check hand sanitisers weekly.