



## PHOENIX HALL NETHERAVON JULY 2020 UNTIL FURTHER NOTICE



### **COVID-19 Risk Assessment for re-opening Phoenix Hall – July 2020**

It is advised that this is 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, our narrow entrance hall is less of a risk than the kitchenette, servery kitchen or the toilets, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system.

#### 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.
3. This document is not intended to be comprehensive.

The potential mitigations are in three categories colour coded as follows:

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

Orange – **Actions that are strongly recommended**

Green – **Actions that we might like to consider**



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Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<p><b>Contractors and volunteers</b> – what work activity or situations might cause transmission of the virus and likelihood volunteers could be exposed</p>	<p>Cleaning surfaces potentially infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p><b>“Stay at Home” guidance if unwell at entrance and in Main Hall.</b> <b>Volunteers / Cleaner provided with protective overalls and plastic or rubber gloves.</b> <b>Contractors provide their own PPE.</b> <b>Volunteers advised to wash outer clothes after cleaning duties.</b> <b>Outside contractor to be used in the event deep cleaning is required.</b></p>	<p>Cleaner/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>Contractors and volunteers</b> – who could be at risk and likelihood that volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Cleaner 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>	<p><b>Staff in the vulnerable category are advised not to attend work for the time being.</b> <b>Discuss situation with cleaner / volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease attending for the time being.</b></p> <p><b>Talk with staff, trustees and volunteers regularly to see if arrangements are working.</b></p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>



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Car Park / 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.	<b>Signs to mark 2m distances outside main entrance with tape, to encourage care when queueing to enter.</b> <b>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</b>	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.
<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
Entrance hall	Possible "pinch points" and busy areas where risk is that social distancing is not observed in a confined area.  Door handles, light switches in frequent use.	<b>Identify "pinch points" and busy areas. Consider marking out 2m spacing in entrance area. Create one-way system and provide signage?</b> <b>Door handles and light switches to be cleaned regularly.</b> <b>Hand sanitiser to be provided by hall</b>	Hand sanitiser needs to be checked daily.  Provide more bins, in entrance hall, hall and committee room. Empty regularly.
Main Hall	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, pictures, displays. Social distancing to be observed	<b>Door handles, light switches, window catches, tables, chairs and other equipment used to be <u>cleaned by hirers before use.</u></b> <b>Cushioned chairs with arms are reserved only for Day Centre guests by reason of infirmity and who have been socially isolating themselves.</b> <b>Social distancing guidance to be observed by hirers in arranging their activities.</b> <b>Hirers to be encouraged to wash hands regularly.</b>	Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitiser.
Committee Room	Social distancing more difficult in smaller areas Door and window handles	<b>Recommend hirers hire larger hall and avoid use of committee room if possible.</b>	Consider closing committee room, only hiring when main hall is not in use or as possible overflow for



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	<p>Light switches Tables, chair backs and arms.</p> <p>Floors with carpet is less easily cleaned.</p>	<p><b>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</b></p> <p><b>Rooms with carpeted floors not hired for keep fit type classes.</b></p>	<p>activities when more attend than expected.</p> <p>The kitchenette may provide a place to avoid two groups using the same kitchen.</p>
<b>Area or People at Risk</b>	<b>Risk identified</b>	<b>Actions to take to mitigate risk</b>	<b>Notes</b>
Servery Kitchen / Main 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 / Burco boiler</p> <p>Cooker / Microwave</p>	<p><b>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</b></p> <p><b><u>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</u></b></p> <p><b>Hirers to bring own tea towels.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided.</b></p> <p><b>Consider encouraging hirers to bring their own Food and Drink for the time being.</b></p>	<p>Cleaning materials to be made available in clearly identified location, e.g. a box in the hirer's cleaning equipment cupboard, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p>
Cleaner's cupboard	<p>Social distancing not possible</p> <p>Door handles, light switch</p>	<p><b>Public access unlikely to be required.</b></p> <p><b>Cleaner to decide frequency of cleaning.</b></p>	
Rear Storage Rooms (furniture/equipment)	<p>Social distancing difficult.</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use</p>	<p><b><u>The hirer to clean equipment required before use.</u></b></p> <p><b>Hirer to control access and stowing equipment to encourage social distancing.</b></p>	<p>Consider whether re-arrangement of tables / red chairs will facilitate social distancing.</p>



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Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and surfaces, mirrors.	<b>Post signs detailing numbers allowed. Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. <u>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</u> Signage and posters to encourage "20 second hand washing".</b>	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Events	Handling cash and tickets Too many people arrive	<b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or households.</b>	Unlikely to have events in the near future.