



Sheriff Hutton Village Hall

Risk Assessment

Undertaken by: *Steve Page, Chair of Trustees* **revised and agreed by Operations Group on** (date): 10th August 2021

Review: monthly by Operations Group and each time the UK Covid-19 risk level is changed by the Government

Context:

This risk assessment is being undertaken in August 2021 due to the easing of Covid-19 Government restrictions under step four of its Roadmap out of Lockdown. The principle of Step Four is that we are all asked: ***“to make informed decisions and act carefully and proportionately to manage risk to themselves and others”***.

Overall aim:

Remains to facilitate use of the Village Hall as a social and community resource. We are mindful that those in the groups most vulnerable to Covid who wish to take a cautious approach will only feel confident to use the Hall if a degree of social distancing is being maintained by other users, especially while national and regional infection levels remain significant.

Key changes resulting from this risk assessment:

Social distancing measures and hirer Risk Assessment are advisory.

Wearing masks is advisory.

Maximum numbers are back to original fire safety levels, with advisory limits based on 50% of these maxima.

N.B. SD = Social Distancing.

Area or People at Risk	Risk Identified	Action to take	Notes
<p>Caretaker {Currently the Caretaker is also providing cleaning services, so throughout this risk assessment the term "Caretaker" is inclusive of the role of Cleaner}. Identify activities that create a risk of infection when providing agreed services.</p>	<ol style="list-style-type: none"> 1. Active Covid-19 virus on surfaces, door furniture, fixtures and fittings, equipment, furnishings. 2. Used tissues, cleaning cloths, paper towels and other rubbish may carry active virus. 3. Contamination in rooms that have not been hired. 4. Deep cleaning if someone with Covid-19 has been in the Hall in the period when they may have been infected. 	<ol style="list-style-type: none"> 1. Reduce soft furnishings that can hold virus for longer than hard surfaces and hall users are likely to touch 2. Ensure Caretaker has necessary PPE and cleaning equipment. 3. Provide information to Caretaker about which rooms have been used on regular basis. 4. Lock off rooms not in use. 5. Undertake a thorough clean in the event of report of an infected person visiting the Hall; cancelling imminent hires if necessary. 	<ol style="list-style-type: none"> 1. Use plastic chairs rather than upholstered chairs whilst risk remains significant. 2. Agreed curtains low risk and can be rehung. 3. Caretaker has access to <i>Bookings Diary</i> (via Google Calendar). 4. Keep First Aid equipment in the Gents changing room as Kitchen may be locked. 5. Continue to ask hirers to keep a log of name and contact details of those attending events (in additional <i>Terms and Conditions</i> document).
<p>Contractors undertaking work in and around the Hall Building. Identify activities that create a risk of infection when on assessment visits and when undertaking agreed work.</p>	<p>Active Covid-19 virus on surfaces, door furniture, equipment, furnishings, fixtures and fittings can be an infection risk to Contractors.</p>	<ol style="list-style-type: none"> 1. Agree risk management and PPE provision with contractors when arranging visits and work. 2. Keep a record of visits that are not hires. 	<p>All members of Operations Group and Trustees to keep a record for 21 days of any visitors (excluding hires) they have arranged and keep contact details of visitors.</p>

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<p>Hirers and Hall users {‘Hirer’ refers to the person completing the booking form, ‘Hall users’ refers to those who attend events in the Hall}</p>	<ol style="list-style-type: none"> 1. Not maintaining appropriate level of SD. 2. Build up of people in entrance, foyer and behind stage corridor making SD impossible. 3. Arriving or leaving with virus contamination. 4. People staffing reception/ticket collection at events – at risk personally and can create a bottle neck. 5. Booked room has insufficient revised advisory maximum number of occupants to accommodate users. 6. Hirers not ensuring appropriate SD and personal hygiene by users. 	<ol style="list-style-type: none"> 1. Signage saying do not enter if you have any symptoms of Covid 19, have been in contact by someone with symptoms in recent days or have been advised to isolate or quarantine. 2. Signage advising people to socially distance (at entrance and inside building). 3. Signage advising people to wear a mask when entering, leaving and moving around within the Hall building and if asked to do so by their activity organiser. 4. Hand sanitiser in Foyer, in main rooms and at exit. 5. Maintain protocol for entering and leaving building when other people present. 6. Revised room maximum occupancy numbers. 7. <i>Booking Form</i> revised to make clear masks and SD advised and <i>Risk Assessment</i> specific to the activity strongly encouraged by all Hirers. 	<p>Maintain advice for all Hall Users to Socially Distance and wear masks when entering, moving around or leaving the Hall building.</p> <p>Flow protocol: main entrance is entrance only, all advised to exit via the changing room corridor.</p> <p>Advise all Hirers that entrance/exit protocol remains in place, as advisory.</p>

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Car Park	Poor SD amongst people in the car park.	None – low risk and signage unlikely to influence those not inclined to maintain SD.	Remove current tatty signage.
Entrance to building (outside)	<ol style="list-style-type: none"> 1. Grouping of people not socially distanced while waiting to enter. 2. People trying to enter and leave at the same time. 3. Users entering not aware of protocols in Hall to ensure Covid-secure. 	<ol style="list-style-type: none"> 1. Include in additional <i>Terms and Conditions</i> for Hirers to take steps to ensure Hall Users enter in an orderly and SD manner. 2. Continue with one-way system for arrival and departure from different doors. 3. Put notice in the notice board outside the Hall explaining main protocols for keeping safe in the Hall. 	All Hirers to be sent a version of the Hall Plan, showing entrance and exit routes.
Entrance lobby – narrow section	<ol style="list-style-type: none"> 1. Obstructions slow down movement of people through this narrow section resulting in people not SD. 2. People coming to toilets at the same time as people entering building. 	<p>Continue to keep entrance lobby clear of possible obstructions (e.g. recycling bins)</p> <p>Maintain signage asking anyone going to the toilets to give way to those entering the building.</p>	
Foyer – wider area	<p>People congregating in the area, not socially distancing.</p> <p>People waiting to enter rooms for activities.</p>	<p>Keep clear of seating.</p> <p>Keep the notice board clear of all but essential information and indicate it is not to be used for notices, to discourage congregating.</p>	Continue to keep all upholstered chairs out of use for the moment– in changing room.

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Committee room	<p>Soft upholstery is a transmission risk.</p> <p>Leaving into a flow of other people.</p> <p>Poor SD.</p>	<p>Use only plastic seating.</p> <p>Clear signage in the room regarding exit route and to 'give way' to other people in the entrance lobby.</p> <p>Recommend advisory maximum of 8 and encourage mitigation if going above that number.</p> <p>Remind Hirers fire regulation maximum remains mandatory at 16.</p>	Curtains now assessed as low risk, so can be re-hung.
Toilets off entrance lobby	<p>More than one user at a time resulting in SD being compromised.</p> <p>Leaving into a flow of people.</p> <p>Users not washing their hands adequately.</p>	<p>Single-user/household advice, managed through signage.</p> <p>Clear signage in the toilets regarding exit route and to 'give way' to other people in the entrance lobby.</p> <p>Please wash your hands using soap and water signs in each toilet.</p>	Advice for toilets should allow users from same household to use together, or assistant to disabled user.
Kitchen	<p>Only one person can work in the kitchen and maintain two metre SD from other people.</p> <p>Tea towels and cloths are transmission risk.</p>	<p>Recommend all hirers booking the kitchen to address new advice:</p> <p>Recommend no more than 3 people in kitchen, with masks for infection risk mitigation.</p>	<p>Changes to booking conditions set out in additional <i>Terms and Conditions</i>.</p> <p>Continue to not provide tea-towels and cloths.</p>

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Kitchen (continued)	<p>Utensils, crockery and cutlery may be used and put back in cupboards when not effectively washed.</p> <p>Risk of transmission when serving Hall Users with food or drink from the Kitchen.</p>	<p>Ask users to provide their own tea towels and dish cloths/ washing up sponges.</p> <p>Signage about hand washing, SD and advising that all equipment is washed before and after use.</p>	
Refreshments room	<p>Soft upholstery is transmission risk.</p> <p>Leaving into a flow of other people.</p> <p>Potential proximity to other people via the kitchen hatch.</p> <p>Poor SD</p>	<p>Use only plastic seating.</p> <p>Clear signage in the room regarding exit route and to 'give way' to other people in the entrance lobby.</p> <p>Notice on hatch not to lean on the worktop to maintain SD from those working in the kitchen.</p> <p>Recommend advisory maximum of 14 and encourage mitigation if going above that number.</p> <p>Fire regulation maximum remains mandatory at 27.</p>	Curtains now assessed as low risk, so can be re-hung.
Hall	<p>Soft upholstery is transmission risk.</p> <p>Congregating just inside doorway.</p>	<p>Continue not to use soft furnished chairs and store them elsewhere.</p> <p>Treat curtains as low risk.</p>	Notice on store-room door to say all furniture must be wiped clean before being returned to the store.

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	<p>Leaving into a flow of other people.</p> <p>Poor SD.</p>	<p>New advisory maximum of 71 people for “Dance” and 100 people seated.</p> <p>Remind hirers: Fire regulation maxima of 142 for “Dance” and 200 seated remain mandatory.</p> <p>Keep store locked during all bookings to avoid furniture being put back in store without being cleaned.</p>	
Stage	Soft furnishings hanging and stored on stage. Difficult to clean all the surfaces effectively.	Ensure 72 hours ‘down-time’ between stage bookings to allow virus to become inactive.	Ensure Booking Secretary and Chair of Operations are aware for bookings.
Ladies and Gents changing rooms.	Additional storage required for Hall equipment and a “Covid-room” required during pandemic.	<p>Continue with both changing rooms off booking options during SD.</p> <p>Use one as Covid safe space with appropriate cleaning materials, first aid equipment and Covid event management kit.</p>	Use second changing room as storage for soft furnishing – soft backed and seated chairs, etc.
Play Area (North of Hall)	<p>Contamination of play equipment by users.</p> <p>Poor SD within the Play Area</p>	Signage at entrances and in notice board in Play Area.	Done prior to Play Area re-opening on 4 th July 2020, revised 5 th November 2020.

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Path from Finkle Street running alongside Play Area	Poor SD	None	
<p>General: Water supplies</p> <p>Policy on simultaneous hires</p> <p>Policy on cleaning between hires</p>	<p>Contamination with Legionella</p> <p>Multiple simultaneous hires increased compromised SD</p> <p>Contamination of furniture and equipment during use – next users put at risk.</p> <p>SD being compromised by casual users of the Hall</p>	<p>Monitor for regular use.</p> <p>Have Piloted this with two overlapping long-standing hirers. Minimise overlapping where possible.</p> <p>All users asked to wipe down tables, chairs, door handles etc before and after hire.</p> <p>Ask hirers to keep the entrance door locked during hire. Hirers and their Hall Users asked not to allow casual users into Hall.</p>	<p>Continue to use Legionella log.</p> <p>Revised <i>Booking Form</i> to require agreement to have contact details passed to other hirer if hires overlap.</p> <p>Provide suitable cleaning equipment in the Gents changing room. Increase hire times without additional charge to allow time for cleaning.</p>